

University of King's College Archives
Halifax, Nova Scotia

University of King's College
Library fonds
UKC.LIB

Finding aid and series lists



Bibliotheca Collegii Regalis

by

Janet Hathaway, Assistant Librarian (Archives & Special Collections)

Elizabeth Johnston, B.A. '11, Project Assistant

Samantha Levy, B.A. '11, Project Assistant

Philip Taber, B.A. '10, M.L.I.S. '12, Project Assistant

Michael "Rawb" Leon-Carlyle, '14, Project Assistant

August 28, 2012

Contents

I.	University of King's College Library fonds description	1
II.	Administrative history of the University of King's College Library	1
1.	Brief history of the University of King's College	1
2.	History of the University of King's College Library	2
3.	Name of the Library	3
4.	Library and Librarian's mandate, responsibilities and activities	4
5.	Administrative relationships	11
6.	Administrative structure	11
6.1	University Librarians	12
6.2	Assistant Librarians	13
6.3	Staff	14
7.	Other significant information	16
7.1	Committees and memberships	16
7.2	Funding	16
7.3	Holdings	22
7.4	Special Collections	23
7.5	Location of the Library	25
	Windsor, 1810-1920	25
	Halifax, 1930-1991	25
	New Library & Archives building, Halifax - opened 1991	26
7.6	Architecture of the Library building	27
7.7	Library's annual cycle	30
7.8	Sources of information about the Library and its collections	31
7.9	Custodial history	32
7.10	Chronology	32
III.	Custodial history	65
IV.	Scope and content of the University of King's College Library fonds	65
1.	Functions and activities to which the records pertain	65
2.	Date span	65
3.	Subject matter	65
4.	Geographic area	65
5.	Documentary forms	65
6.	Arrangement	65
V.	Notes	66
VI.	Access points	68
VII.	Series descriptions and item lists	69
Series 1	Library policies	69
Series 2	Librarians' annual reports and records	71
Series 3	Financial records	75
Series 4	Administrative records	80
Series 5	Collections records	88
Series 6	Circulation records	94
Series 7	Committee records	96
Series 8	Correspondence	98
Series 9	Special Collections records	103

Series 10	Displays, exhibits and presentations	106
Series 11	Reference statistics	108
Series 12	The new Library & Archives building	109
Series 13	Publications	112

I. University of King's College Library fonds description

Title: UKC.LIB University of King's College Library fonds
Dates: 1797-2012
Extent: 7.5 m

Dates of creation The records were created between 1797 and 2012; most are from the second half of the 20th century.

Physical description and extent: 7.5 linear m of textual records, including 2 m of bound volumes; one wooden 50-drawer card catalogue containing approximately 96,800 catalogue cards 8 cm x 13 cm; one magnetic tape; one rubber stamp.

Source of title: Title based on provenance.

Creator: University of King's Library and Librarians, Windsor and Halifax, Nova Scotia

Repository: University of King's College Archives, Halifax, Nova Scotia, Canada

II. Administrative history of the University of King's College Library

1. Brief history of the University of King's College

The University of King's College was founded in Windsor, Nova Scotia, in 1789. Construction of the main building was completed in 1791. King George III granted a Royal Charter to King's in 1802. In the 19th and early 20th centuries, King's offered instruction in arts and science, divinity, medicine, law and engineering at various times.

The University and King's Collegiate School operated under joint administration until fire destroyed the College's main building on 5 Feb 1920. In financial difficulty after the fire, King's, with assistance from the Carnegie Corporation of New York, entered into an association with Dalhousie University in Halifax, Nova Scotia. *Articles of Association between the Governors of King's College and the Governors of Dalhousie College* (1923) provided that King's would hold in abeyance its power of granting degrees except in Divinity (s.11).¹ In 1928, King's commenced building its new campus in its present location and opened its new buildings, designed by Andrew Cobb, in 1930. King's merged its Faculty of Arts and Science with Dalhousie's, but continued to grant divinity degrees until King's School of Divinity became part of the Atlantic School of Theology in Halifax that was incorporated in 1974.

King's now offers undergraduate liberal arts and science programs in interdisciplinary humanities, including four-year degrees given jointly with Dalhousie in Early Modern Studies, Contemporary Studies, and History of Science and Technology. King's also offers Journalism degrees: a four-year undergraduate honours degree (B.J.H.), a one-year post-baccalaureate B.J.; and a master's degree (M.J.) that commenced in 2011. A minor in Journalism Studies is available as a complement to others fields of study.

¹ *Purple Book* of policies, online at http://ukings.ca/ukings/files/u15/purple_book.pdf.

King's, with a student population of 1,100, has established itself as one of Canada's leading institutions of higher learning. Its mission is to remain a small undergraduate college working in the humanities, social sciences, science and journalism, while maintaining the special character of the University, due in part to the concentration of scholarly interest in the western intellectual and cultural tradition, in part to the interdisciplinary approach involving team teaching, and in part to the counter-balancing presence in the University of the School of Journalism and its intensely practical mission of preparing students to work in contemporary print and broadcast media.²

2. History of the University of King's College Library

The Library was founded in 1799 through the efforts of Charles Inglis, first Bishop of Nova Scotia and founder of the University.³

When King's was established in 1789, the Board of Governors collected funds for a Library, but it was not until a decade later that efforts were made to obtain books. The Board entrusted the money to alumnus John Inglis, son of the Bishop (and later Bishop himself), who sailed to England in 1800 to purchase books. He assembled books worth over £1,250 and was promised further gifts once potential donors were satisfied that there was a real connection between the College and the Anglican Church. Through John Inglis' efforts, the nucleus of the collection was accumulated by 1802: books in classics, history, foreign languages, literature, the natural sciences and theology.

While in England, John Inglis also pursued a Royal Charter for King's, which was drafted in May 1802 and arrived in Aug 1802 with news of a grant of £1,000 from Parliament. Once the Charter was in force, supporters circulated a printed plea for support of the young University: "The original character of the Institution was preserved by the Charter, which was henceforward to be its fundamental law. The connection with the Church was secured. The Archbishop of Canterbury, through whom all that had been effected in England for its welfare, had been obtained, was made its Patron, with the power of a negative on all Statutes, which may be regarded as the key-stone of the connection between the College and the Church. The Bishop of the Diocese was also appointed Visitor of the College; and it is well known to be the first duty of the Visitor, to take care that the intentions of the Founder are always preserved inviolate."⁴

The University of King's College Library was founded in 1799, ten years after the University's establishment in Windsor, Nova Scotia. Its first books were collected overseas by John Inglis in 1802.

In Windsor, the early collection was housed in a room on the east end of the main building, below what is now called North Pole Bay. When Convocation Hall was constructed in 1858 and the Library and Museum moved to the second floor.

When the University moved to Halifax in the 1920s, the Library was installed on the third floor of the main building.

Plans for a new Library building evolved during the 1980s, and fund-raising for it became a University bicentennial project, "A Rare Find." The University's first building dedicated solely to the Library and

² *Financial statements of University of King's College, year ended 31 Mar 2010*, Note 1.

³ *Calendar, 1896-1897*

⁴ *Memoranda respecting King's College, at Windsor, in Nova Scotia, collected and prepared for the purpose of making evident the leading object in suggesting and establishing that institution by one of the alumni* by John Inglis. Halifax, Feb 1836. Gossip & Coade, Printers, pp.11-13.

Archives was opened on 14 May 1991.

The first recorded circulation transaction was on 20 Sep 1857.

The University's first recorded Librarian was Benjamin Gerrish Grey. The University hired its first professional Librarian, Rebecca Nash, in 1963. Librarians have consisted of either Professors receiving honoraria for additional responsibilities or other staff performing Librarian duties.

Scope and content Fonds contains correspondence, memoranda, committee minutes, budgets, agendas, reports, new articles, studies and statistics pertaining to the administration, development, construction and daily functioning of the Library.

3. Name of the Library

The Library has always been known as the University of King's College Library, although in 1930, the Alumni wanted to name the Library the McCawley Library. No donor contributed a sum significant enough toward the construction of the new Library to justify naming the building, so the Library has remained simply "the King's Library."

Certain rooms of the Library have borne names through the years. The reading room in the Library in Windsor may have been known as the Haliburton Room. A bronze plaque designating the McCawley Room was on the wall of the Library Reading Room when it was located on the third floor of the main building, although the original location of the McCawley Room has not been determined. Board of Governors' minutes refer to meetings in the McCawley Room in the late 1930s. The plaque, now stored in the Archives, reads:

Camera McCawleyana
In memoriam
Viri Venerabilis
Georgii McCawley STP
Collegii Regalis apud Vindesoram Praesidis
Prvdentis Ervdtissimi Honorati
Annes Triginta Novem
NAT • A•S • MDCCCII • B.A. • MDCCCXXI • OB • MDCCCLXXVII

In the new Library & Archives building, the large room on the main floor where current serials, reference and art books are shelved is called the Alumni Reading Room in acknowledgment of the financial contribution of the Alumni Association to the construction of the Library. The northeast corner of the Reading Room is known as the Bermuda Alcove.

Each of the 12 display cases of the Margaret and Wallace McCain Gallery on the lower floor of the Library contains a clear acrylic sign bearing the name of a major donor to the Library's construction. The cases contain permanent or changing exhibits of art, rare books and museum artifacts from the Library & Archives' collections. Each of the 32 study carrels on the lower floor (two of which are in storage due to fire regulations because they were too close to emergency exits) bears a clear acrylic plaque with white lettering bearing the words, "Supported by" and the name of a donor.

The Shatford Memorial Library was established in 1936 by the gift of 1,750 books, cases, desks, a chair and the portrait of clergyman and author Canon Allan Pearson Shatford (honorary D.C.L. 1920). These items were to be housed in a room separate from the main Library⁵ and so were placed in the room that is

⁵ *Board of Governors Minutes*, 18 Feb 1936, p.103.

now the Vice President's office on the second floor of the main building. Shatford Library was integrated into the general Library collection just before the move to the new building.

The Smith Memorial Library was a feature in the design of Alexandra Hall, the women's residence that opened in 1962. The floor plan⁶ showed a space in the basement designed for a library, reading room and librarian's office. During the 1980s, the Smith Library was where all the Library's bound serials were stored until the new Library opened. After the new Library opened in 1991, the Alumni, Public Relations & Development Office moved into the space until the link to the New Academic Building was constructed in 2002.

4. Library and Librarian's mandate, responsibilities and activities

The Royal Charter granted by King George III in 1802 did not mention a library or librarian, but the first University of King's College statutes, in 1803, included the position of Librarian and entity of the Library, which were reiterated in the 1807 *Statutes*:

Book I. Of the College, Of Persons.

Title 1. Of the Governors

4. The President, Professors and Fellows, Scholars, Librarian, Steward, and all other Officers, and Servants, of the College, whenever and as often as any vacancy shall happen, unless where it shall be otherwise provided by the Statutes, shall be elected and appointed by the Governors, or the major part of them.

Title 4. Of the College.

1. The College consists of one President, three or more Fellows, and Professors, and twelve or more Scholars. It is likewise necessary to the establishment that there should be a Vice-President, or Dean, a Treasurer, Tutors, a Bursar, Proctors, a Chaplain, and a Librarian, besides a Steward, and other [I]nferior Officers, and Servants.

Title 6. Of the President.

9. It shall be the office of the President, to enter Students of the College . . . and, with the Librarian, [to attend] to the care of the Library . . .

Title 15. Of the Librarian.

1. The Librarian shall be appointed by the Governors during pleasure.
2. No person shall be appointed Librarian who shall not be a Bachelor of Arts, or of four years standing, unless no person can be obtained who has those qualifications.
3. His salary shall be £10 sterling a year.
4. He shall attend in the Library every day, in term time, except Sundays and Holydays, from ten to two.
5. He shall observe the Rules and Statutes relating to the Library, and shall take care that all others observe them, and shall give information to the President of all transgressors.
6. He shall not lend the keys, or intrust them to any person whatever, but during his absence or sickness, he shall deposit them with the President, or senior Fellow in College, who shall appoint some person to execute the office till his return, or recovery, or shall execute the office himself.
7. He shall enter all books taken out of the Library in a book to be kept for that purpose, by whom taken, with the day of the month, and the time of their being returned, with the condition in which they were delivered and returned.

⁶ Architectural drawing UKC.ARCH.4.1.3.

8. He shall allow no person to take down books from the shelves, but such as shall be admitted to the use of the Library.
9. He shall take care that all books taken down shall be returned to their places, and shall not be injured.
10. It shall be his business to make Catalogues, and to enter all new, or additional books in them.
11. He shall not take books out of the Library himself contrary to the Regulations or suffer others to take them out, who shall not be entitled to that privilege.
12. He shall keep the Library and the books clean, and free from dust, and damp, for which purposes he may introduce a Servant to make fires, and sweep the room, for whom he shall be answerable.

Book II. Of the College. Of Things.

Title 6. Of the Library.

1. The Governors shall particularly inspect and examine the Library at their annual meeting.
2. There shall be cases with locks, for valuable books, medals, coins, and other things of consequence, which shall not be taken out of the Library without an express licence from the President, and there shall be a book kept to enter all books taken out and returned.
3. No person shall have a key of the Library except the President, and the Librarian, who shall not lend them.
4. The Governors, the President, the Professors and Fellows, Bachelor of Arts, and Civilians, and members of higher degrees, or other members of the University by a written licence from the President, and no other person whatsoever shall be admitted to read in the Library.
5. No licence shall be granted for a longer period than three months.
6. The Library shall be open for persons to read there from ten till two o'clock every day in term time, except Sundays and Holidays.
7. The Governors, the President, the Fellows and Professors, Masters of Arts, Bachelors of Civil Law, and Members of higher degrees or other members of the University by written licence from the President, and no other persons whatsoever shall take any books out of the Library.
8. The President's Licence shall express the particular books required, the time when they shall be permitted to be taken out, and when they shall be returned.
9. Every book by whomsoever taken out shall be returned at the end of three months at farthest.
10. No books shall be taken out, or returned by any person whatsoever, but by the intervention of the Librarian, who shall enter their being taken out and returned with the day of the month, in the Library book, and the condition in which they were delivered and returned.
11. All persons admitted to the use of the Library shall take the oath hereafter inserted (Appendix No. 5) unless they shall have taken the oath of matriculation.
12. No persons not intitled [sic] to the use of the Library shall not be admitted to view it from curiosity, whether Members of the College, or not, unless they shall be introduced by the President, a Professor, and Fellow, a Master of Arts, or a Bachelor of Civil Law, who shall be answerable for the persons so introduced.
13. All books taken down from the shelves shall be returned to their proper places, and shall not be soiled, written in, blotted, dogseared, folded down, or otherwise injured.

Appendix.

No. 5. The Library Oath.

I *A.B.* do solemnly swear that I will faithfully observe all the Statutes and Regulations respecting the Library of the College at Windsor. So help me God.

There was no Library fee.

The 1854 Statutes, Rules and Ordinances of the University of King's College, Windsor, N.S. prepared by the Governors under the Act [of Incorporation] of 1853, stated:

Cap. I. Of the Patron, the Visitor, and the Governors.

5. The appointment of all officers of the University and College belongs to the Governors.

Cap. VI. The Library

1. A Librarian, and also if requisite a Sub-Librarian, shall be appointed by the Governors, whose duty it shall be to take charge of the Library and of all things contained in it, whether books, manuscripts, or apparatus, and they with the President and Professors shall be the only persons entrusted with keys of cases and closets in which valuable manuscripts, medals, coins, or other things liable to injury, may be locked up.
2. The Governors and all officers and graduates who have signed the declaration in appendix, No.3, may have a key of the Library, and take out books at any time.
3. The Librarian or his Deputy shall attend daily in the Library at an appointed hour. Undergraduates may use the Library when he is present, and may obtain books from him to be taken to any room within the College, and to be retained for such time as he with the sanction of the President may permit.
4. A register shall be kept, in which the date of taking out and returning each volume, with the name of the borrower, shall be carefully entered.
5. Damage done to any book, plate, or other thing belonging to the Library, shall be made good by the person in whose name it is entered in the Register.
6. The President may prepare a list of books which are *not* to be taken out of the Library.
7. No person other than a member of the University shall be admitted into the Library unless introduced by a Professor or Graduate.

Appendix III.

I *A.B.* do solemnly declare that I will observe all the Statutes and Regulations respecting the Library of King's College, Windsor, and I will not lend any of the Library Books, and I will be careful so to use them that they may not be injured whilst in my possession; and I will endeavor, to the utmost of my power, to prevent any other person injuring either the books or anything belonging to the Library.

The Table of Fees and Dues for students not nominated included £1.50 for the Library per annum. Nominated students were not required to pay the Library and various other fees.⁷

Library Regulations

Library Regulations set out in the *Calendar* 1874-1875 (p.38) were extracts from the University Statutes of 1854:

The Librarian or his Deputy shall attend daily in the Library at an appointed hour. Undergraduates may use the Library when he is present, and may obtain books from him to be taken to any room within the College, and be retained for such time as he, with the sanction of the President, may permit.

Damage done to any book, plate, or other thing belonging to the Library, shall be made good by the person in whose name it is entered in the register.

Regulations for the Admission of the Public to the Library

The Library and Museum of King's College are open to the public from 12 o'clock noon, till 4 p.m. every Saturday during term time, under the following regulations:

⁷ In the 19th century, donors of substantial sums could nominate students to attend King's tuition-free.

1. A written application, (or which a form may be obtained at the Library) must be sent to the Librarian stating the name, residence and profession of the applicant, and the purpose for which admission is sought. If the applicant be not a householder in Windsor, he or she must be recommended by some well known resident.
2. On the application being submitted by the Librarian to the College Board and approved of, the applicant will be notified of the fact and will be admitted to the privilege of using the Library as soon as he or she shall have paid a subscription of \$4.00 for the year, dating from the date of the application.
3. Every person admitted to the privilege of using the Library shall sign a declaration to observe the Rules and Regulations ordered for the proper conduct of the Library.

A family subscription was \$10 per annum.

The Statutes, Rules and Ordinance of the University, King's College, Windsor, Nova Scotia revised by the Governors in 1875 had slight changes: Section 2 deleted the reference to graduates being permitted to have a key to the Library; Section 3 said the Librarian should attend in the Library when necessary (not at appointed hours); undergraduates could take books to any room in the College (not just their own rooms); Section 4 required the Librarian to maintain the register of books signed out and returned; Section 6 provided that the College Board could prepare a list of books not to be taken out of the Library (formerly, the President had that power); the Library fee was \$5 per year for students not nominated:

Cap. VI. The Library

1. A Librarian, and also if requisite a Sub-Librarian, shall be appointed by the Governors, whose duty shall be to take charge of the Library and of all things contained in it, whether books, manuscripts, or apparatus, and they with the President and Professors shall be the only persons entrusted with keys of cases and closets in which valuable manuscripts, medals, coins, or other things liable to injury, may be locked up.
2. The Governors and all officers who have signed the declaration in appendix No. 3, may have a key of the Library, and take out books at any time.
3. The Librarian or his Deputy shall attend daily in the library when necessary. Undergraduates may use the Library when he is present, and may obtain books from him to be taken to any room within the college, and to be retained for such time as he with the sanction of the President may permit.
4. A register shall be kept, in which the date of taking out and returning each volume, with the name of the borrower, shall be carefully entered.
5. Damage done to any book, plate, or other thing belonging to the Library, shall be made good by the person in whose name it is entered in the Register.
6. The President may prepare a list of books which are *not* to be taken out of the Library.
7. No person other than a member of the University shall be admitted into the Library unless introduced by a Professor or Graduate.

The Statutes, Rules and Ordinances of the University of King's College, at Windsor, Nova Scotia, 1891, provided:

Cap. VII. The Library.

1. The Librarian was to be appointed *annually* by the Governors.
 3. Undergraduates could take books to *their* rooms, not any room.
- A new section was added:
8. All books shall be returned to the Library before the close of term; and no student shall be allowed his *exeat* until he has complied with this requirement. Students shall not be allowed under any circumstances to take books away from the College.

The Library fee was \$5 per annum and there was no mention of nominated students because the Alumni's nomination scheme had faltered in the late 1870s.

The *Statutes, Rules and Ordinances of the University of King's College at Windsor, Nova Scotia*, 1908, Cap. VII, deleted the former s.2 that allowed Governors and officers who had signed the declaration to have a key to the Library. The Library fee remained at \$5.

The Statutes, Rules and Ordinances of the University of King's College, at Windsor, Nova Scotia, 1913, provided:

Cap. VII. The Library.

1. A Librarian, and also if requisite a Sub-Librarian, shall be appointed annually by the Governors, whose duty it shall be to take charge of the Library, and of all things contained in it, whether books, manuscripts or apparatus, and the President and Librarian shall be the only persons entrusted with the keys of cases and closets in which valuable manuscripts, medals, coins, or other things liable to injury, may be locked up.
2. The Librarian or his Deputy shall attend in the Library when necessary. Undergraduates may use the Library when he is present, and may obtain books from him to be taken to their rooms, and to be retained for such time as he, with the sanction of the President, may permit.
3. A Register shall be kept by the Librarian, in which the date of taking out and returning each volume, with the name of the borrower, shall be carefully entered.
4. Damage done to any book, plate, or other thing belonging to the Library, shall be made good by the person in whose name it is entered in the Register.
5. The College Board may prepare a list of books which are *not* to be taken from the Library. Donors have the same right of restriction to their benefactions.
6. No person other than a member of the University shall be admitted into the Library unless introduced by a Professor or Graduate.
7. All books shall be returned to the Library before the close of term; and no student shall be allowed to leave the College until he has complied with the requirement.
8. No books shall be taken away from the College Library, except under special conditions approved by the College Board.

The oath and Library fee remained the same.

After the fire of 1920, the University almost lost the Library when it moved to Halifax. The 1923 Articles of Association with Dalhousie University stated:

*4. King's shall transfer to Dalhousie its library collections other than those in Divinity, except such as may be set apart by the Dalhousie University Librarian for the library of the residence of King's. All books retained in the University Library shall be catalogued and marked as the property of King's.

*This paragraph was cancelled by mutual agreement.

When King's formally opened its new buildings on the Halifax campus, the *Statutes, Royal Charter and Other Ordinances of the University of King's College at Halifax, Nova Scotia* were issued in 1930:

Cap. VI. Of the Library.

1. A Librarian shall be appointed annually by the Executive Committee. It shall be the duty of the Librarian to take charge of the Library and of all things contained in it, whether books, manuscripts or apparatus; and the President and the Librarian shall be the only persons entrusted with the keys of cases and closets in which valuable manuscripts, medals, coins, or other things liable to injury may be locked up.

2. The Librarian, or one of the Assistants, shall attend in the Library when necessary.
3. A Register shall be kept by the Librarian, in which the date of taking out and returning each volume, with the name of the borrower, shall be carefully entered.
4. Damage done to any book belonging to the Library shall be made good by the person in whose name it is entered in the Register.
5. No person other than a member of the University shall be admitted into the Library unless introduced by a Professor or Graduate.
6. Regulations governing the use of the Library shall be drafted from time to time by the Librarian and shall come into force when sanctioned by the Executive Committee.

There was no Library oath and no fees.

After King's and Dalhousie reviewed their relationship in 1954, the *Amended and Consolidated Agreement of Association between Dalhousie University and University of King's College* stated:

4. King's retains control of its library and library collections. The library and library collections of King's and Dalhousie are open to the students of both universities on equal terms.
15. The departments in which professors or instructors may be appointed on the King's Carnegie establishment shall be determined, firstly, by the need for enlargement of the staff of the departments of Dalhousie to take care of the combined student body of Dalhousie and King's, and, secondly, by the provision of departments not now existing, or inadequately existing, therein. The following are the most needed appointments based on these criteria at the present time: (1) Classics; (2) Moderns; (3) English and Rhetoric; (4) English Language and Literature; (5) Mathematics; (6) History; (7) Economics (and Sociology); (8) Applied Economics; (9) Mathematical Physics; (10) Psychology; (11) Pedagogy; (12) Librarian; (13) Sociology; (14) Romance Languages; (15) Canadian History; (16) Philosophy.

The 1962 *By-laws, Rules and Regulations of the University of King's College, made by the Board of Governors*, included the Librarian in an expanded list of University officers and established the Library Committee:

Part V. Officers and Their Duties.

- ...
- 18(2) The following officers shall be appointed by the Board on such terms as may be agreed upon:
- (a) the Registrar,
 - (b) the Bursar,
 - (c) the Public Relations officer,
 - (d) the Dean of Residence,
 - (e) the Dean of Women,
 - (f) the Librarian,
 - (g) such other officers as the Board deems necessary.

Part IX. The Library.

...

66. At the Annual meeting of the Board a Library Committee shall be appointed, such Committee to consist of at least one member of the Executive Committee (who shall be Chairman), at least two members of the Faculty together with the Librarian and such other persons as may be added thereto by the Executive Committee on the nomination of the

Library Committee.

67. The Library Committee shall:

- (a) have the custody and care of the Library and of all books, manuscripts, medals, coins and accessions to the Museum or Library;

- (b) provide shelving, cases and depositories for all books, manuscripts, and other articles entrusted to its care;
- (c) cause a record, index or catalogue to be kept with all particulars respecting all books, manuscripts and articles;
- (d) cause a register to be kept of all books lent, with particulars of such books, the names of all borrowers and the dates of issue and return of such books;
- (e) make regulations governing the use of the Library and the loan of books;
- (f) make a report to the Annual Meeting of the Board, and to the Executive Committee, from time to time.

68. The Board of Governors or the Executive Committee may on the recommendation of the Library Committee appoint one or more Assistant Librarians.

69. The Library Committee shall supervise the expenditure of all moneys granted by the Board for the work of the Committee, and the income of all funds held by the Board in trust for Library purposes, and any other moneys accruing to the Library.

These provisions are reiterated in the current *By-Laws, Rules and Regulations of the University of King's College made by the Board of Governors; amended by the Board of Governors 25 Mar 1998, 27 May 1999, and 25 Nov 1999*, and published as the "Blue Book" in 2004⁸:

Part V. Officers and Their Duties

19(2) The following officers shall be appointed by the Board [of Governors] on such terms as may be agreed upon:

- (a) the Registrar,
- (b) the Bursar,
- (c) the Director of Alumni, Development and Public Relations,
- (d) the Dean of Residence,
- (e) the Dean of Men/Women,
- (f) the Librarian,
- (g) the Equity Liaison Officer pursuant to s.2.2 of the Racial Equity Policy,
- (h) such other officers as the Board deems necessary.

Part V – Officers and Their Duties

33. The Librarian shall:

- (1) Have the care and custody of the Library and of all books, manuscripts and other accessions to the University archives and Library;
- (2) Make regulations governing the use of the Library and the University archives; and
- (3) Have budget responsibility for Library expenditures including income from endowments specifically established for the Library.

According to the document titled "Role of the University" (1993) in the "Purple Book" collection of University statutes and policies, the University of King's College's role includes:

- (ii) [contributing] to the intellectual life of both Dalhousie and King's, and to the quality of undergraduate and graduate education at both institutions, through members of faculty appointed by King's to departments in the joint Dalhousie-King's College of Arts and Science, through a shared library

⁸ Online at www.ukings.ca/ukings/files/u15/blue_book.pdf, 18 Dec 2011.

acquisitions policy . . .⁹

At present, in addition to overseeing the operation of the Library and managing the budget, the Librarian manages collections and presides with the Registrar at Matriculation.

5. Administrative relationships

The Librarian and the President

The University Librarian & Archivist is selected by the President, with the Board of Governors' approval. He or she submits an annual report to the President and such other reports as the President may request. The Librarian also submits an annual budget for the Library to the Budget Advisory Committee. The Library's budget, as part of the University's operating budget, must be approved by the Board of Governors. The four areas of the budget that the Board scrutinizes are staff salaries; student wages; books and serials costs; and the total of all other expenses (including the Archives' budget). The Librarian also hires Assistant Librarians and support staff, including student assistants.

The University Librarian is an ex officio member of the Library Committee and Faculty, and also of the Council of Atlantic University Libraries (CAUL) and the Novanet Consortium. The President may invite the Librarian to sit on the Budget Advisory Committee, and the Librarian may also belong to other University Committees, such as the Residential Life Committee.

The Library and the Board of Governors

The Board of Governors is responsible for the Library. Throughout the 20th century, the Board appointed the Librarian, Assistant Librarians and a Library Committee to deal with the business of the Library. Assistant Librarians were formally appointed by the Board, who also approved their salaries. The Board grants funding for the Library at its annual meeting. Until the 1970s, the Librarian made an annual report to the Board; he now submits his annual report to the President.

From the University's early years in Halifax and through the mid-20th century, the Board dealt with Library matters on a regular basis, including staffing issues such as raises, dismissals and medical leave. In recent decades, the Library's staffing issues have been handled internally by the Librarian.

6. Administrative structure

6.1 University Librarian & Archivist

The University Librarian & Archivist is the head of the Library and Archives. He makes policy and budget decisions, determines projects to be undertaken, hires regular staff members, and approves hiring of student assistants.

The University Librarian is an ex officio member of several University committees: Faculty; the Library & Archives Committee of Faculty; and the Budget Advisory Committee. In past years, the current University Librarian has belonged to other University committees, including the Administrative Management Committee; Aesthetics Committee; Appointments Committee; Library Building Committee; Planning and Priorities Committee; Residential Life Committee; Administration Committee; and the Administrators Committee.

⁹ Online at ukings.ca/ukings/files/u15/purple_book.pdf, 18 Dec 2011.

The University Librarian is an ex officio director or board member of external organizations, including the Council of Atlantic University Libraries (CAUL); the Novanet Consortium; East Coast Relais Consortium (ECRC); and the Canadian Association of Research Libraries (CARL).

University Librarians

1803-1804	Gray , Benjamin Gerrish
1804	Ironside , Prof. [first name unknown] Residing in a room above the Library, Ironside was given unlimited access to the Library and put in charge of various curiosities.
1809	Cochran , William (Vice-President). Cochran was in charge of the Library key as there was no Librarian (Board of Governors Minutes, 18 Sept 1809)
1812	Binney , Hibbert (B.A. 1811, M.A. 1814) Binney petitioned the Governors to be appointed Librarian. Although the funds of the College would not support his appointment, the Governors recommended the President "employ Mr. Binney as an assistant to himself doing that duty provided Mr. Binney will do it without emolument." (Board of Governors minutes, 15 Sep 1812)
1815-1816	Lawson , John (B.A. 1814, M.A. 1817) The Governors resolved that "one of the Bachelors of Arts be chosen to perform in future the office of Librarian and that the usual allowance of £10 be paid annually for that service; and that Mr. John Lawson, resident Bachelor of Arts perform that duty during the Governor's pleasure and that the President do acquaint him with the Governor's determination." (Board of Governors Minutes, 11 Sep 1815) Lawson resigned his post as Librarian in 1816 (Board of Governors' minutes, 23 Sep 1816)
1819	The Board resolved this year that "The Library shall hereafter be under the care of two persons to be called Senior and Junior Librarian, the Senior Librarian shall be chosen from the Bachelors of Arts resident in the College: but if no person with that Degree can be obtained, the Senior Student shall be eligible to the office. The Junior scholars, in either case shall act as junior Librarian. As a remuneration for their services, the annual library salary of £10 shall be paid to the Senior, and to the period of the services, on certificate of the President being satisfied with their attentions." (Board of Governors Minutes, 22 Sep 1819)
1853-1870	Hensley , Rev. John Manuel, B.D., M.A., Professor of Divinity
1870-1871	Sumichrast , Frederick Caesar de, Professor of Modern Languages
1872-1879	How , Dr. Henry, D.C.L., Professor of Chemistry and Natural History; Proctor and Natural History Curator
Oct 1879-Jul 1880	Oram , John E. Bursar, Professor of Mathematics Appointed after Prof. How's death; resigned upon death of his father-in-law.
1880-1881	Dart , Rev. Canon, D.C.L., President Acting Librarian; employed Prof. Vroom as Assistant Librarian
1881-1883	Spencer , Prof. J. W., B.Sc., M.A., Ph.D., Professor of Chemistry, Geology and Mining; Curator
1884-1892	Kennedy , Prof. G. T., M.A., B.Ap.Sc., Professor of Chemistry, Geology and Mining; also Scientific Curator
1893-1922	Vroom , Dr. Fenwick Williams, M.A., B.D., Vice-President, Professor of Divinity; Scientific Curator

1924	President's report to the Board mentioned likelihood of appointment of a Librarian in the coming year (Board of Governors Minutes, 7 May 1924)
22 Apr 1936-1953	Martin , Prof. Burns, M.A., Ph.D., Professor of English Elected Librarian following Prof. Vroom's retirement
1952	McLennan , Ian (Acting)
1955-31 Oct 1962	Granter , Prof. Harry S., M.A., Professor of History Retired 13 Mar 1962, but no full-time replacement available, so continued as Acting Librarian
1958-1959	Hibbitts , Dr. John Acting Librarian while Prof. Granter on sabbatical
1 Jul 1963-30 Jun 1965	Nash , Miss Rebecca F., B.A. 1962 (Dal.), B.L.S. 1963 (Toronto)
1965-1967	Campbell , Catherine, B.A. (Dal.), B.L.S. (Toronto) Name changed to Catherine Priest
1967-1970	Kent , Mrs. G. N. (Myrtle), B.Sc.
1970-31 Aug 1981	Lane , Mrs. J. E. "Mary" (Formerly Hunt), B.A. (<i>Vind.</i>) 1938 Member of the Alexandra Society of the University of King's College and King's College Alumni Association from 1916-2011
1982-1991	Hankey , Prof. Wayne J., B.A. (<i>Vind.</i>), M.A., D.Phil., Associate Professor of Classics; Acting Librarian; Librarian 1 Jul 1984-30 Jun 1987. As with earlier King's professors who served as Librarian in a part time capacity, Dr. Hankey was paid an honorarium in addition to his professorial salary. Non-professor Librarians were paid a full time salary until Drake Petersen took the position.
1991-2012	Petersen , Henry Drake, B.A. (Long Island), M.A. (Dal). Acting Librarian 1 Jul 1991-30 Jun 1992 (during Dr. Hankey's sabbatical) coinciding with the Library's move into its first dedicated premises; separate contract as Acting Librarian 1992-1993; appointed University Librarian & Archivist 1993 (half time; faculty status) and cataloguer (half time; staff member). Mr. Petersen was the only King's head Librarian to also work as a half-time cataloguer.

6.2 Assistant Librarians employed by King's to work at King's College or Dalhousie Libraries

1923	After the move to Halifax, an assistant Librarian was appointed on the King's Foundation, continuing month to month ¹⁰
13 Feb 1925	Taylor , Ethel Forced to resign as Assistant to Dalhousie's Librarian due to poor health. Edith Shreve of Digby applied for the position; the Board decided that if she were qualified, she should be the nominee. ¹¹
1925	Harris , Zaidee Assistant Librarian at Dalhousie's MacDonald Library from 1924-1925. ¹² Dalhousie President Carleton Stanley dismissed her in 1933.
25 Nov 1927-11 Feb 1939	Campbell , Lola H.; King's representative at Dalhousie for three months

¹⁰ *Board of Governors Minutes*, 14 Dec 1923.

¹¹ *Board of Governors Minutes*, 20 Aug 1925.

¹² *Calendar*, 1924-1925

12 Nov 1931-1934	Borden, Eunice McGill graduate, experience in Toronto Public Library. Engaged to continue work in Library at salary of \$75/month. Took ill and was given a two-month holiday starting 1 Nov 1933; resigned in 1934 due to ill-health.
1 Nov 1933-15 Jun 1944	Allan, Charlotte. Hired as assistant to Ms. Borden; moved to Ottawa. The position of Assistant Librarian at Dalhousie's MacDonald Memorial Library was discontinued in 1937, then reinstated and continued until 1956, when Dalhousie started paying for the position.
Dec 1934-1942?	Hibbard, Muriel, B.A. 1932, of Rothsay, N.B.
2 Nov 1941-1948, 8 Jun 1950-1962	Harris, Zaidee A. Associated with King's since 2 Nov 1941; worked at Dalhousie before becoming Assistant Librarian at King's 8 Jun 1950; retired in 1962
1943-25 Oct 1949	Gill, Amy (Mrs. Arthur); worked full time at circulation desk
1949-1953	Simonson, Sybil
195# -1957	Hazen, Nancy
1957-1986	Hunt, Janet - Assistant Librarian. Sister of Librarian Mrs. J. E. "Mary" Lane ¹³
1958?-1959?	Johnston, Miss F. Katherine
1966	Priest, Mrs. Catherine (formerly Campbell)
1970-Jan 1971	Bell, Holly. Cataloguer
Oct 1971-1 Jul 1991	Petersen, Henry Drake. Cataloguer - full time
1971-Oct 1971	Simon, Deidre (Mrs. Leonard), B.A. Part time cataloguer. Wife of the Rector of St. Paul's, Halifax
1983-1988	Trimble, Jane; Assistant Librarian for Special Projects
1986-May 2009	MacInnis, Elaine (formerly Galey) Assistant Librarian (Operations) 1988; Assistant Librarian (Systems) 1988-1989; head of Circulation. Appointed University Librarian at Nova Scotia Agricultural College, Truro, May 2009
1988-present	Chalmers, Patricia L. Hired to fill Jane Trimble's position temporarily; Assistant Librarian (Access Services) 1 Jul 2009-present.
1 Jul 1991-present	Petersen, Henry Drake. Half time cataloguer while University Librarian & Archivist
1993-1996	Frances-Barlow, Gillian (formerly Bond) Reference Librarian
1 Jul 2009-present	Hathaway, Janet Assistant Archivist; Assistant Librarian (Archives & Special Collections)

6.3 Staff

During the 2011-2012 academic year, the Library had five full time staff members: the University Librarian & Archivist, Henry Drake Petersen; Assistant Librarian (Access Services), Patricia Chalmers; Assistant Librarian (Archives & Special Collections), Janet Hathaway; Head of Serials and Acquisitions, Paulette Lambert; and Evening Supervisor, Tasya Tymczynsyn.

¹³ *Board of Governors Minutes*, 9 May 1956.

The Library also employed 12 students who worked a total of 61 hours per week covering the Circulation desk during the middle of the day and evenings and weekends. The students checked out books to patrons, shelved, retrieved books requested by borrowers in other libraries, end-processed newly catalogued books, and did clerical work. Another student worked 10 hours/week on special projects for the Librarian and doing cataloguing; one worked 5 hours/week as stack manager; and a third did cataloguing three hours/week.

Staff titles in the Library over the years have included:

- Librarian
- Assistant Librarian – Circulation
- Assistant Librarian – Operations
- Assistant Librarian – Systems
- Catalogue Librarian
- Reference Librarian
- Head of Serials/Acquisitions
- Secretary
- Archivist
- Assistant Archivist
- Archives Assistant
- Project Assistant
- Student Assistant

The Library's current staff structure and responsibilities are:

Administration:

University Librarian & Archivist (retiring 31 Aug 2012)	Drake Petersen
Assistant to the University Librarian & Archivist	Paulette Lambert
Head of Serials and Acquisitions	Paulette Lambert
Assistant Librarian (Access Services)	Patricia Chalmers
Assistant Librarian (Archives and Special Collections)	Janet Hathaway
Evening Supervisor and Cataloguer	Tasya Tymczyszyn

7. Other significant information

7.1 Committees and memberships

The Library is a member of the Atlantic Scholarly Information Network (ASIN), an initiative of the Council of Atlantic University Libraries aimed at facilitating greater cooperation and resource sharing among libraries in Atlantic Canada. ASIN member institutions will issue on request an ASIN Borrower Card to their students, faculty and staff, which gives the card-holder in-person borrowing privileges at Council of Atlantic University Libraries (CAUL) libraries and is also accepted at most non-CAUL academic libraries in Canada.

With the opening of the new Library, King's became a member of the Novanet consortium of Nova Scotia academic libraries in 1991; capital costs were \$15,000 for membership, \$5,000 for computer terminals and equipment, and \$11,000 in annual operating costs. An exit clause in the contract allows King's to leave Novanet on one year's notice. Within months of joining Novanet, the Library reported substantially increased use after students at other metro universities became aware of King's holdings. The building functioned well and no major problems were encountered.

The Archives is an institutional member of the Council of Nova Scotia Archives.

7.2 Funding

Money and donations were received to fund the Library before 1780. Early benefactors of the Library included Dr. John Moore, Archbishop of Canterbury; Dr. Beilby Porteus, Bishop of London; Dr. Samuel Horsley, Bishop of Rochester; William Wilberforce, M.P.; Sir Scrope Bernard Morland, M.P.; John Eardley Wilmot; Dr. Bayard; Dr. McCulloch; the Society for Promoting Christian Knowledge; Rev. Dr. Greswell of Worcester College, Oxford; the University of Oxford; the Smithsonian Institute; the British and Foreign Bible Society; the Dean and Chapter of Westminster; Thomas Beamish Akins; the Society of Incorporated Alumni of King's College; Rev. E. Binney; Dr. Charles Cogswell; the government of Canada; U.S. Secretary of the Interior; the Institution of Civil Engineers and the Society of Engineers (U.K.); the Royal Society; Rev. George McCawley; Rev. Canon Hensley; General Sir W. F. Williams; and Queen Victoria.

A fund for the Library existed as early as 8 May 1818.¹⁴ Many Library and textbooks were purchased with this fund in the 1820s. In 1853, the Library Fund was absorbed into the general College fund, according to Akins' history of King's.¹⁵ The Library fee first appeared in the University Statutes in 1856.

There was no designated Library funding from 1871-1892. Financial support for the Library was through the Library fee paid by students. Collections could expand only by grants of money from the Governors, the occasional lapsing of the General Williams¹⁶ and Welsford¹⁷ prize moneys, and benefactions of friends of the University.¹⁸ The Library Fund was re-established in 1892.¹⁹

The University's audited financial statements from recent years provide the following figures:

Library expenses:

2012	\$486,045
2011	\$526,952
2010	\$502,869
2009	\$521,275

Library books are amortized on a straight line over the asset's useful life, which is 10 years for library books. The capital asset value of Library books for the year ended 31 Mar 2012 was a cost of \$1,468,216 and accumulated amortization of \$1,158,797.

Net book value:

2012:	\$309,419
2011:	\$325,574
2010:	\$342,649

¹⁴ *Board of Governors Minutes*, 8 May 1818.

¹⁵ Akins, Thomas B. *A brief account of the origin, endowment and progress of the University of King's College, Windsor, Nova Scotia*. Halifax, N.S. : Printed by Macnab & Shaffer, 1865, p.25.

¹⁶ Three prizes of \$60 each during His Excellency's life, for the best scholar in Mining and the Science of Mineralogy; Mechanics and Civil Engineering; and Languages of Modern Europe. If no candidate were duly qualified, the amount in that case in any year was to be applied to the purchase of books in the department for the College Library (p.31).

¹⁷ Almon Welsford Testimonial: William J. Almon, Esq., M.D., endowed King's with \$400, the interest of which was a prize competed for every June by matriculated students in their first year of residence. The prize was presented by the President, in the College Hall, on the anniversary of the attack upon the Redan [Sep 8], in which Major Welsford fell, on which day, in every year, his gallant and loyal deeds were to be commemorated in Latin.

¹⁸ *Calendar*, 1874-1875, pp.36-37.

¹⁹ *Board of Governors Minutes*, 5 Aug 1892.

2009: \$376,544

Permanent collections include that portion of Library assets considered to have permanent value, museum specimens, archival materials, rare books and works of art. The collections include some 25,000 volumes of rare books, including medieval and renaissance manuscripts, incunabula (15th-century printed books), and thousands of 16th-, 17th- and especially 18th-century volumes; the University Archives, which contain the official records of the University, documents from the early history of the Anglican Church in Canada, manuscripts of literary figures associated with King's, and the Weldon Collection of Loyalist China, brought to Nova Scotia and New Brunswick by early settlers (noted for its 18th-century Chinese Export porcelain). These collections, all of which have been donated, are not recorded as assets.

Endowments 2011-2012

Fund	Established	Purpose	Market value 31 Mar 2012	Draw (4%)
Library General: includes:	1994		\$28,889	\$1,102
- Mary W. Almon	1951		\$7,255	1951: \$350
- Hon. William Johnston Almon, M.D.	1901	Book binding	1995: \$4,500	1913: \$200
- Dr. Arthur J. Andrew	1994	Journalism ethics	1995: \$1,500	\$300
- John Haskell Laing	1996	British history	1995: \$1,500	2003: \$330
- James S. Martell	1996	Books that would have interested James Martell	1995: \$1,500	2003: \$358
James Doull	1990s		\$4,355	<i>Growing</i>
Great West Life	2000	History of science and technology	\$33,073	\$1,261
Marion Leona Eisenhower-Hankey	1994	Early Christian texts	\$38,272	\$1,460
Kathleen Jaeger	1990s		\$28,085	<i>Growing</i>
King's Students' Union Book Fund	2008	Library books	\$4,186	\$160
Library & Archives Heritage Fund (formerly Library Heritage Fund)	2001	Preserving and restoring ancient art, books and archival materials	\$24,130	\$920
Prof. Murray Macneill	1990	Contemporary studies	\$19,523	\$745
Dr. Burns Martin	1960	English literature	\$58,689	\$2,239
William Inglis Morse	1952	Canadiana	\$79,522	\$3,033
Henry Drake Petersen Endowment for the University of King's College Archives	2012	Arrangement, processing and preservation of King's archival materials	<i>In progress</i>	
G. Hamilton Southam	1991	Rare books	\$26,232	\$1,001
Spurr Family	1978	Books to serve people	\$77,896	\$2,971
M. Grace Wambolt Law Study Award	1990	Canon law	\$34,258	\$644
Dorothy C. Ward (Payzant Memorial)	1996	Books	\$159,071	\$6,067
R. Howard Webster Foundation	1948	Books	\$32,215	\$1,229

Library General Endowment Fund

In 1994, five small endowments were consolidated in the Library's general endowment fund: the Mary W. Almon, Dr. William J. Almon, Dr. Arthur J. Andrew, John H. Laing, James S. Martell, and William Inglis Morse Endowment Funds. Prior to consolidation, the income from these funds was entirely spent; after consolidation, one-half of the income was returned to the principal and the other half has been spent. In 2011, University Librarian & Archivist Drake Petersen requested that the Morse and other larger funds be removed from the Library General fund and reinstated in their own names.

Library & Archives Heritage Fund (formerly Library Heritage Fund)

The Library Heritage Fund was established in the 2001 for the purpose of preserving, conserving and restoring historic art works and documents in the Archives and rare books in Special Collections. In August 2012, University Librarian & Archivist Henry Drake Petersen amended the terms of the deed of gift of the Library Heritage Fund, for which he had provided the initial amount, to change the priority from to preserving, conserving and restoring art, artifacts, objects and non-text materials of historic value in the Archives, and second priority shall to preserving, conserving and restoring textual materials of historic value in the University of King's College Library & Archives, including print materials in Special Collections.

Mary W. Almon Trust

Mary W. Almon's trust investment appears to have matured in 1951; the Treasurer reported that the annual income of the Mary Almon Trust was \$350 that year.

Hon. William Johnston Almon, M.D., Endowment

Dr. Almon was a senator who bequeathed \$200 in his will for book binding.²⁰ The 1951-1952 *Calendar* listed the Almon Trust for bookbinding; it was named in the 1964-1965 *Calendar* as a memorial still in existence. One of the three remaining original bookplates has been added to this fonds; these bookplates are the only remaining documentation of the Almon memorial. Dr. Almon donated books to the Library in 1810; in 1849, he presented a collection of minerals to the museum. He established the Almon-Welsford Memorial Scholarship in 1856.

Dr. Arthur J. Andrew Memorial Fund

The Andrew Fund was founded in 1994 in memory of Journalism professor Dr. Arthur Andrew, a retired Canadian diplomat who served in Austria, Czechoslovakia, Cyprus, Israel, Sweden and Greece. Its purpose is to buy three books on journalistic ethics each year. The Library received \$1,415 in memory of Dr. Andrew: \$1,365 designated for unrestricted spending in the Library (Account #1260, the Library Endowment fund), and \$50 donated to the Archives (Account #1780, income from the Library Endowment Fund). The money designated for the Archives was to restore the Royal Charter of 1802.

James Alexander Doull Memorial Library Endowment Fund

An endowment fund in memory of James Alexander Doull and in tribute to his work as scholar, teacher, and philosopher was established in Nov 2006 by Librarian H. Drake Petersen and former Librarian Wayne Hankey. Income from the Doull Fund will be used for the purchase of books in the Platonic and Aristotelian traditions throughout their histories.

Great West Life

Great West Life endowed King's with \$25,000; in each of the first five years, \$1,000 or half the annual income was to be spent on Library acquisitions. When the Advancement office scrutinized the fund in 2005, it was found that only \$10,000 was credited to the fund and the remaining \$15,000 had been

²⁰ *Board of Governors Minutes*, 11 Dec 1913.

transferred to a general fund.

Marion Leona Eisenhauer-Hankey

Librarian and professor Wayne Hankey established the Marion Leona Eisenhauer-Hankey Memorial Fund in 1994. Dr. Hankey instructed that a bookplate bearing Marion Leona Eisenhauer-Hankey's name be placed in each book purchased by the Fund. One-half the fund's annual income is to be spent at the Librarian's discretion on works of a western philosophical nature, ancient, medieval or modern up to 1850. The fund is now part of the University's general endowment fund; only half of it is attributed to the Library.

Dr. T. H. Hunt Memorial Fund

The Alumni Association voted unanimously at their Nov 1941 meeting to establish the Hunt Memorial Fund after the death of Dr. Hunt, a Divinity professor for 34 years. It was agreed at meeting that \$1,500 was the minimum amount to make the fund practicable, and the capital would be directly invested in Canadian War Bonds. By 1944, a total of \$640 had been collected from 77 contributors; of that amount, \$600 was invested in Victory Bonds. Zaidee Horsfall, A. K. Griffin and Dr. Burns Martin were appointed to the Memorial Committee by the Alumni Association. It is not clear whether payments from the Hunt Fund have continued after 2005. Half of the endowment was to be directed toward the annual purchase of books and the other half for commissioning a portrait painting of Dr. Hunt to be hung in the Library.

King's Students' Union Library Improvement Fund

In 2008, the KSU established a \$4,000 fund to purchase books for the Library selected by the KSU Executive members in consultation with the Librarian.

John Haskell Laing Fund

The Laing Fund was founded in 1950. The 1964-1965 *Calendar* stated that the Laing Memorial was a "bequest to keep the extensive theology collection up to date." William Wood, Board Treasurer 1946-1954, sent several communications to Eastern Trust Co. in 1951, including a debenture from Eastern Canada Savings & Loan Co. for \$100 for a term of 15 years at 4.75%, to be placed in the Library Endowment Fund. Wood later sent Eastern Trust a debenture of \$100 from Canada Savings and Loan Co., maturing 1 Aug 1966 to the credit of the Library Endowment Fund.

Prof. Murray Macneill Fund

In 1996, King's received a bequest of \$15,667 from the estate of Isabel Janet Macneill, who died in 1990, to establish a collection of books in the name of her father, Murray Macneill. The will used "bequest" instead of "endowment," causing the Advancement office and others to protest; the Bursar decided that the entire amount of the bequest would be spent over several years to purchase books for the Murray Macneill collection in the Library, rather than using the money to establish a Library endowment. The final distribution from the estate arrived on 13 Nov 2001 and now forms the principal of the Prof. Murray Macneill Endowment. As of 31 Mar 1999, the balance remaining from the bequest was \$9,384.

Moses Maimonides

Dr. Jeremy Freeman donated \$900 to the Library for the purchase of books by or about Moses Maimonides, a medieval Jewish philosopher, specifying that the fund should be spent in the 2000-2001 fiscal year.

James Stewart Martell

On 19 Mar 1948, Librarian Burns Martin described the creation of the Dr. James Martell Fund: a classmate of Martell's had written to Dr. Martin regarding starting such a fund, relating a conversation with Dr. Martell's widow and mother in which they were very interested in such a fund. The fund was to "be used for the purchase of books in those fields in which Jim was chiefly interested." On the verso of

the 1948 letter is a list of donors over the next two years. It is unclear when the fund matured, but it is possible that it matured at the same time as the Laing Memorial in 1966. The 1964-1965 *Calendar* said the Martell Fund was consolidated into the general endowment as part of the “alumni funds.”

Dr. Burns Martin

After Dr. Burns Martin’s death on 17 Mar 1957, his family and friends created the Professor Burns Martin Memorial Fund. An agreement dated 23 Feb 1960 between the Martin family and Montreal Trust Co. stipulated that “the trustee shall receive the income provided by the Trust property and shall apply all of the net income to the Library Fund of the University of King’s College or whatever central university organization may in the future represent it for the purchase of books dealing with or representative of English Literature.”

William Inglis Morse

After William Inglis Morse, a benefactor of King’s, died on 4 Jun 1952, King’s received a bequest of \$20,000 from his estate, “the income therefrom only to be used for the purchase of books, maps, manuscripts and other materials relating to Canadian history and literature.”²¹ This bequest formed the William Inglis Morse Endowment for Canadiana. As of 1988, the income from the endowment was \$200 per year.

Henry Drake Petersen Endowment for the University of King’s College Archives

In August 2012, as University Librarian & Archivist Henry Drake Petersen neared retirement, he established a new endowment fund to pay for the arrangement, description and preservation of his personal records, which he planned to donate to the Archives; upon completion of that project, the funds is to be used for processing other Archives materials.

Spurr Family Fund

Margaret Spurr Gilman established the Spurr Family Endowment as a memorial to her father, Rev. Canon Ernest Bishop Spurr; mother, Margaret Amelia Campbell Spurr; and sister, Dr. Helen Campbell Spurr Tulk. The endowment’s purpose was to purchase “books to serve people.” It was intended “either for purchases for the Library or for scholarship grants to priests, for books for continuing education, or for other similar needs known by the administration.”

M. Grace Wambolt Law Study Award

Grace Wambolt was the first woman to serve Nova Scotia for over 50 years in the practice of law, to be elected honorary president of the Nova Scotia Barristers’ Society, and to be appointed Vice-Chancellor and Solicitor of the Diocese of Nova Scotia. The Grace Wambolt Fund was founded in 1990 by contributions from Philip G. Brown (\$2,000), Victor S. Brown (\$3,000), Constance E. Finck (\$3,000), Dr. John B. Hibbitts (\$4,000), Mary E. Kenney (\$1,000) and Marguerite G. Lanyon (\$1,000). Half the income is to be awarded to a graduating King’s student chosen by the President and Faculty and who has been accepted to Dalhousie Law School [now Schulich School of Law] or Oxford University; the other half is to purchase books in Anglican canon law, church history, and theology. In any year that a suitable candidate for the award is not found, the entire income can be used for the purchase of books.

Dorothy C. Ward

After Dorothy Ward’s death in 1977, both her estate and that of her brother, Richard Ward, directed that their book collections be donated to King’s. Instructions were left that bookplates should read “Dorothy C. Ward Endowment in memory of W. L. Payzant.” Richard P. Ward donated \$189,824 for Library operations, which the University directed to its general operating funds.

²¹ Letter from trustees of William Inglis Morse’s estate to King’s College, 21 May 1953.

R. Howard Webster Foundation

A Montréal-based philanthropic organization founded in 1948 by businessman R. Howard Webster, who died in 1965. One of the Webster Foundation's areas of focus is universities and colleges.²²

Friends of King's College Library

In 1941, the King's College Record raised funds for the Library with the following ad:

"The Library Fund has had its most successful year. We have received more contributions to our endowment and war chest than in any previous year. More Kingsmen realize that the fate of civilization and the otherthrow [sic] of Hitler are inextricably bound up with the endowment of King's College Library. Think of it! For four war stamps you can pull a few hairs out of Hitler's moustache and also guarantee for posterity the best of books and the most courteous library service. Below are the names of those who so far have embraced this golden opportunity. Do not let a day pass before you send the Librarian four war stamps – or, if you cannot get them, a fine crisp American dollar bill – and then just listen for Hitler's rage against this, his latest and most deadly enemy. We have already bought with our past and recent gifts war certificates to the value of \$240. Step right up, ladies and gentlemen."²³

7.3 Holdings

The Library, according to the 1874 *Calendar*, "contains a large number of standard works of reference in Theology, which is by far the richest department in the Library, and a fair selection of the great Greek and Latin classics. Throughout the 19th century, books, natural history specimens and historical artifacts were added to the Library and Museum collections.

Today, the general collection supports the undergraduate teaching of the College, particularly in the Contemporary Studies, Early Modern Studies, History of Science and Technology and Foundation Year Programmes, and the School of Journalism's Bachelors' and Master degrees.

Local and national newspapers (currently the *Chronicle Herald* and *Globe and Mail* but formerly including the *Daily News* and the *National Post*) are received daily. The weekend edition of several other papers is also available, along with student publications and Halifax's independent weekly, *The Coast*. The Library also purchases CDs and DVDs to support courses taught at King's.

The following figures are from the *Calendar* and Librarian's annual report:

Academic year	Volumes
1883-1884	7,000
1889-1890	9,000
1892-1893	10,000
1893-1894	12,000
1900-1901	13,000
1985-1986	75,000
1991-1992	92,000
2007-2008	90,000

²² 2010 Registered Charity Information Return on Canada Revenue Agency website.

²³ *King's College Record*, Feb 1941, p.14

The number of volumes has been remained around 90,000 from 2008 onward, due to limited space and continuous weeding.

The number of books in the Library on 26 Jul 2011 was:

Rare books	8,117
Special Collections	4,700
Kingdon Collection	2,400
Bray Collection (rare)	500
Folios (rare)	866
Treasure Room total:	16,500
Circulating and reference	75,000
Library total:	91,500

The Library has 76,849 items listed in the Novanet online catalogue; 60,908 of those items are barcoded.²⁴ The barcoded materials include bound serials, general circulation and reference collection books, and DVDs.

The 15,941 non-barcoded items are mostly items in Rare and Special Collections. Some Special Collections books are barcoded because they were transferred into Special Collections from the general collection during the weeding project in spring 2011.

The permanent collections include that portion of Library assets considered to have permanent value, museum specimens, archival materials, rare books and works of art. The Archives is the repository for the University's inactive official records having permanent legal, administrative or historical value, such as Board of Governors and Committee minutes; reports; correspondence; and publications produced by academic and administrative units in the course of University business. The Archives also collects material documenting the history of the University and student activities. It contains items formerly in the University's museum, including the Weldon Collection of Pottery and Porcelain and natural history specimens. In the last two decades, a collection of materials in boxes filling one range, and a type-written list, has expanded into 12 ranges of materials, 12 published finding aids, and several file lists, compilations of information that are used to answer frequently asked questions. All the finding aids were prepared with the use of grant funding.

The Archives also contains documents from the early history of the Anglican Church in Canada, manuscripts of literary figures associated with King's, and the Weldon Collection of Loyalist China, brought to Nova Scotia and New Brunswick by early settlers. These collections, all of which were donated, are not recorded as assets on the University's financial statements.²⁵

In addition to books, the Library and Archives contain collections of art and artifacts: historical records, publications and photographs generated by or relating to the university; the Henry How Natural History Collection (zoology and geology); the Henri Ami European Paleolithic Collection (stone tools); books and manuscripts concerning the early history of the Anglican Church in Canada, especially the Maritimes; material relating to the United Empire Loyalists, including the Weldon Collection of Loyalist China; manuscripts, letters and photographs of literary figures associated with the college; maps, architectural

²⁴ Email from Pamela Chase, Novanet System Support Analyst, 2011.

²⁵ University of King's College audited financial statements for the year ended 31 Mar 2010, note 15.

plans, paintings, sketches, communion silver, busts and other artifacts from the college's colonial period and later; rare book collections.

7.4 Special Collections

Rare texts in the Library's Special Collections of nearly 20,000 volumes include a cuneiform tablet (c.880 BCE), 14 medieval and Renaissance manuscripts, 47 incunabula (15th-century printed books) and thousands of 16th-, 17th- and especially 18th-century volumes, due in large part to the historic origins of the University, its former teaching interests, and the many donations made to the Library during the last two centuries.

Special Collections includes two prominent Anglican collections, the Bray and the Kingdon, designated by Library and Archives Canada as special collections of research value in Canadian Libraries.²⁶

Bray Collection

The Bray Collection consists of books from three early clerical libraries. The first Bray Collection, donated in 1979 by Christ Church, Windsor, N.S., consists of 330 of the original volumes sent to Halifax by the London-based Dr. Bray's Associates for the use of Anglican clergy and laity in Nova Scotia. These volumes were consigned to the care of the Bishop of Nova Scotia in 1797-1798. The library at Windsor was the first of the Bray Libraries in Nova Scotia, and probably in Canada. Others were established throughout the province in the 19th century; two of these are also preserved at King's: the parochial library from Trinity Church, Digby, founded 1844, incorporated books brought by the first Loyalist missionaries when they were forced to leave the rebellious colonies (Bray II). The parochial library from Trinity Church, Liverpool (Bray III), dates from the middle of the 19th century. The 479 volume Bray Collection includes material on divinity, ancient history, Greek and Latin texts of ancient authors, and mathematics. The collection is catalogued in the Novanet online catalogue and is stored in the Treasure Room on the lower floor of the Library. The Bray Collection has been designated as a "Special Collection of Research Value" by the National Library of Canada.

Kingdon Collection

The Kingdon Library was the private library of Hollingworth Tully Kingdon (1835-1907), scholar, author and Anglican clergyman, the second Bishop of the Diocese of Fredericton, N.B. Born in London, he was educated at Trinity College, Cambridge, when theological and liturgical developments were sweeping through the Church of England. Kingdon was strongly influenced by these movements and became a leader in the Tractarian revival of ecclesiastical learning. After serving as vice-principal of Salisbury Theological College, he was elected Coadjutor Bishop of Fredericton in 1881 and succeeded John Medley as Lord Bishop of the Diocese in 1892.

Kingdon, acclaimed as "one of Canada's most distinguished theologians," wrote on doctrinal subjects and controversies facing the church. He was awarded honorary degrees by Trinity and King's. Kingdon was a noted book collector: a biographical sketch in 1890 spoke of him as "the possessor of a large and valuable library, containing some works so rare as to be almost priceless." His library was compared to that of T. B. Akins as among the few really outstanding collections of books in Atlantic Canada formed in the 19th century, having mediaeval manuscripts, incunabula, and hundreds of early editions of the Greek and Latin Church Fathers, printed in the 16th, 17th and 18th centuries.

²⁶ <http://www.collectionscanada.gc.ca/collectionsp-bin/instdisp/l=0/I=1342>

Kingdon bequeathed his 2,500-volume library to the parish of Trinity Church in Saint John, N.B. At the time of his death in 1907, the collection was described as "the best private theological library in Canada." In 1985, the Parish gave the collection to King's, where it augments a strong collection of historical Anglican theology. The collection is valuable not only for the intrinsic merit of the books but also for the evidential value that they present as the complete working collection of a bishop and scholar of the Anglican Church in Canada in the 19th century. It contains works on doctrinal theology, patristic and mediaeval dogmatics, and liturgics. It includes mid- to late 19th-century Anglican pamphlets, as well as 16th- and 17th-century folios and several incunabula. The collection is catalogued in the Novanet online catalogue and is stored in the Treasure Room on the lower floor of the Library.

Weldon Collection of Pottery and Porcelain

The Weldon Collection is one of the oldest collections of ceramics in Canada. It consists of more than 300 items of pottery and porcelain originally owned by early settlers, including Loyalists, and includes notable pieces of 17th- and 18th-century Chinese Export Porcelain.

The collection was presented to King's in 1880 by Susanna L. A. Weldon and her husband, Judge John W. Weldon, in memory of their son Haliburton Weldon, who had died soon after graduating from King's in 1873. Susanna, the daughter of Thomas Chandler Haliburton, had collected the pieces over a number of years. She recorded her acquisitions in a catalogue notebook that she titled *Specimens of China brought to the Colonies by the early settlers, particularly the Loyalists*.

A selection of Weldon china is on permanent display in the Library. This display was designed by Dr. Marie Elwood, formerly Chief Curator of History at the Nova Scotia Museum, who has catalogued the collection. A digital collection of the display was developed in 2004.

7.5 Location of the Library

Windsor, 1810-1920

When King's was in Windsor, a single room in the University's main building that had been set aside for many years for a Library hall was completed in 1810 at the expense of Sir Thomas Strange and the Archbishop of Canterbury. The Library was on the east end of the building, below student rooms in North Pole Bay.

In 1858, the Alumni Association of the University of King's College proposed a new chapel, library and hall. The Alumni spent \$12,000 on the construction of Convocation Hall, which provided a safer and more appropriate space to house the Library's collections of books and museum artifacts, as well as a hall large enough to accommodate Encaenia. Convocation Hall was inaugurated at Encaenia in 1863 but not occupied for several more years. The Governors reported in 1866 that they hoped the new building could soon be used; Dr. Hensley, the Librarian, had not yet moved books into the new building because of leaks in the ceiling. The building remained unfinished until 1867. The Library collection, then about 7,000 volumes, and the museum collection moved to the second floor of Convocation Hall in 1870.

Halifax, 1930-1991

When King's planned its new campus in Halifax, Halifax architect Andrew Cobb designed the buildings. He proposed a main building similar to the one in Windsor, except built of stone. In the Middle Bay, the main floor had offices and lecture rooms, the second floor held the Haliburton Room (Students' Common Room) and a faculty room, and the third floor was designated for the Library, with the Stack Room to the

south and the Reading Room to the north.²⁷ The Librarian's office was along the east wall, overlooking the Quad.

When the Royal Canadian Navy occupied the campus during World War II, the Library remained open on the third floor of the main building.

As the size of the collection increased, overflow storage for seldom-used books was in locked rooms in the basement of the main building. In the 1970s, the Library took over the Faculty Room on the second floor of the main building, then used as a classroom, for overflow book storage.

There is an interesting account of the state of the Library in the mid-19th century in *Investigation of the recent charges brought by Prof. Sumichrast against King's College, Windsor, with letters, reports, and evidence*²⁸ by the University of King's College and Frederick Caesar de Sumichrast (1845-1933). Prof. Sumichrast had arrived from England to become the Librarian at a time of transition for the Library, when it was moving into Convocation Hall. However, the Hall had been poorly constructed and had holes in the walls and windows that blew out in gales.

The Shatford Memorial Library was established in 1936 by the gift of 1,750 books, cases, desks, a chair and the portrait of clergyman and author Canon Allan Pearson Shatford (honorary D.C.L. 1920). These items were to be housed in a room separate from the main Library²⁹ and so were placed in the room that is now the Vice President's office on the second floor of the main building. In 1958, Librarian Granter reported that books in the Shatford Library had gradually disappeared from the shelves, while the ones still there were never read. The Shatford Room was used for lectures and often left unlocked, so Prof. Granter asked to be relieved of responsibility for its security. In 1963, the Shatford Library became the office of the new Librarian and the cataloguing room.³⁰ The 500 books remaining in the Shatford Library were moved to a small room off the Reading Room in the Library after they were catalogued in 1963. The Shatford Library was integrated into the general Library collection just before the move to the new building.

The Smith Memorial Library was a feature in the design of Alexandra Hall, the women's residence that opened in 1962. The floor plan³¹ showed a space in the basement designed for a library, reading room and librarian's office. The King's College Co-Ed Club kept the Smith Library's small collection stocked with books, but after the Club ceased operating in 1967, the books remained on the Smith Library shelves until the 1980s, but the Smith Library accession books were transferred to the University Library and have been included in this fonds. During the 1980s, the Smith Library was where all the Library's bound serials were stored until the new Library opened. After the new Library opened in 1991, the Alumni, Public Relations & Development Office moved into the space until the link to the New Academic Building was constructed in 2002.

New Library & Archives building, Halifax - opened 1991

By the 1980s, the Library in the main building had long outgrown its space. Two proposals for a new Library are in the University of King's College architectural records collection: one (architect and date

²⁷ Architectural drawing UKC.ARCH.3.5.24.

²⁸ Published by order of the Board of Governors (Halifax, James Bowes & Sons, 1872). LE 3 K55 S95 Special Collections - Haliburton; also online at www.archive.org/download/cihm_29994/cihm_29994.pdf, 18 Dec 2011.

²⁹ *Board of Governors Minutes*, 18 Feb 1936, p.103.

³⁰ *Board of Governors Minutes*, 19 Nov 1963, p.13.

³¹ Architectural drawing UKC.ARCH.4.1.3.

unknown) is for a building half-buried in the earth on the east side of the Quad. The roof, extending from the level of Lord Dalhousie Drive along the west side of Dalhousie's Sir James Dunn Building, was a patio-type area with a circular flower bed in the center.³²

In 1983, a Library/Treasure Room and auditorium were being planned. Dr. Tom Lawson donated \$50,000 towards the new Treasure Room in memory of his father, the Hon. Ray Lawson, a former Chancellor of King's and Lt. Governor of Ontario. The Treasure Room would house the University's collection of rare books, archives, china, silver, paintings, maps and other artifacts. President John Godfrey said it would provide a climate-controlled environment in which material could be both preserved and displayed. Before it was completed, more than 10,000 rare books would have to be catalogued and restored.³³

Plans for the Library-Treasure Room renovations progressed in 1984.³⁴ A proposal showed a library located between Prince Hall and the Main Building; the area between the two buildings would remain a hallway, but on each side were large rooms holding open stacks or rare books. The building had a basement (stacks and rare books), first floor (stacks and rare books), second floor (stacks), and a roof-level floor (display). It is believed this plan was by Noel Fowler and Keith Graham.

Plans to extend or relocate the Library were discussed late in 1985. Duffus Romans reported that the University's main building did not meet current National Building Code requirements: the building was overloaded with Library materials, and while some items could be stored in the basement, that severely limited access to them. Also, rare books were not being suitably housed. Consequently, it was important to proceed with a building for the Library as soon as possible, perhaps in the college's bicentenary year, 1989. The Board commended the work already done and authorized the Administration to continue preparations for this major expenditure.³⁵ The Board approved the Library project in principle in Nov 1987.

The Board passed a motion on 23 Nov 1989 to borrow \$4 million from Province of Nova Scotia for construction of the Library.

The successful Library proposal by Roy Willwerth of Duffus Romans Kundzins Rounsefell in 1987-1988 was a building that would close the east side of the Quad. Roy Willwerth provided the following architectural description for the new Library building in June 1989:³⁶

7.6 Architecture of the Library building

The architecture of the new King's College Library is of great importance to the character and image of King's College, and most specifically the spatial character of the campus. The building will complete the King's Quadrangle, making a statement which is sensitive to the scale and style of the existing buildings, while providing a functional and aesthetically pleasing environment suitable for its intended purpose.

In style and materials, the new building is strongly influenced by the "King's Georgian Style." The interior public spaces are on the scale, and reproduce the character, of 18th-century architecture in the Maritime region (e.g., Government House and Province House, Halifax). The two-story building, with a floor area totaling 22,114 square feet (2,054 m square), is set as a treasure chest in the midst of the King's

³² Architectural drawing UKC.ARCH.8.1.1.

³³ *Tidings*, 1984, p.4.

³⁴ *Board of Governors Minutes*, 21 Jun 1984.

³⁵ *Board of Governors minutes* 85:30, Nov 1985.

³⁶ Textual record UKC.ARCH.T.13.

campus.

The design shows a low base or plinth set in the surrounding landscape, crowned with a pavilion of modest size and proportions. The building is a symmetrical composition set on axis with the Arts and Administration Building which it fronts. Attention has been given to incorporating pedestrian circulation routes on axis, and flanking on both sides.

The building consists of two levels. The smaller upper level is the point of entry from the quadrangle, and houses the Reading and Reference Room to the north, with staff work areas and offices to the south of a central entry. Circulation and user control functions are located to the west of the entrance lobby. A mechanical mezzanine for air handling equipment is located in attic space provided by the peaked roof.

The larger lower level houses the open stacks, Treasure Room, Gallery, bathroom facilities, mechanical services and storage spaces. This floor is connected to the upper level by a central staircase and two emergency exits, one at each end. Both levels are served by a hydraulic elevator with a front-mounted cylinder and standard features for the handicapped.

The Halifax-based architectural firm Duffus Romans Kundzins Rounsefell Ltd. was commissioned in Dec 1987 to design and supervise this project. It has proceeded under the direction of Roy W. Willwerth, principal, and Richard Earle, project architect.

Exterior

The Library's exterior architectural features suggest the character of the remarkable heritage collection contained within, and its continuity from the 18th-century beginnings of King's. The building is therefore finished in 18th-century style, in specially designed cast-moulded material intended to cost-effectively reproduce the effect of the sandstone trim features found throughout King's Halifax architecture. The Georgian elements of the new building – pediments, windows, pillars, doorways – recall features of buildings in the present Quadrangle and of the original College building completed at Windsor in 1795. In accord with 18th-century practice, the roof will be completely clad in solid metal, either copper or lead. The roof line ends at a classical cornice, encircling the building. The two Georgian pediments, facing east and west with their circular windows, echo similar structures in King's present buildings. Landscaped external ramps are included to allow the handicapped complete access to both the Library and the Quadrangle.

Foyer (Main Entrance and Display)

The Foyer announces by its character the nature of the Library. Its restrained elegance is visually spectacular. Interior public spaces are finished in plaster and painted wooden cabinet work, in authentic 18th-century style, executed by local craftsmen with the traditional skills of Maritime artisans in these materials. A chief feature of the Foyer is its eight glassed-in 'see-through' display cases, defining the space while exhibiting artifacts and allowing in considerable light from the rest of the building. They will display the nature of the holdings by housing splendid bindings from the 18th-century, as well as the Weldon China. The main staircase is located here and fronts the user control desk for security reasons. Architectural details in this area include elegantly articulated painted millwork, quarry tile in two different sizes and colours for the floor, and ceilings featuring period cornices and a central lantern.

Reading Room

The Reading and Reference Room is the major public room of the Library, and, as with the main entrance, makes an important statement about the character of the College. The Reading Room is intended to be functionally elegant, while maximizing contact with users and staff. It is especially characterized by graceful pillars and arches, typical of the Georgian period, and recalling elements of the interior of the King's Chapel. They frame regularly spaced, generous windows fitted with [mullioned] panes, which will

flood the space with natural light. The new Reading Room will reproduce the character of the former one, with its mixture of paintings, busts, plaques, memorabilia and books arranged in alcoves created by custom-carpentered wooden shelving. At the same time, the decorative features more faithfully recreate the 18th-century setting of the Library than the present room does. As with the Foyer, the interior surfaces will be painted in gold, blue-grey and white. The finishes in this space will continue the style of the main entrance with the exception of the floors, which will be dark pine covered 30-40% by period-style area rugs.

Treasure Room [Archives and Special Collections]

Although one of the most important spaces in the new Library, the Treasure Room/closed stack is only accessible to staff, and is therefore spartan in appearance. The most important considerations in this area are the security and climate-control features. An independent air conditioning system will maintain proper temperature (18.5 °C, \pm 1.5°C and humidity (35%, \pm 5%) at all times. A variety of state-of-the-art burglar and fire alarms and prevention systems are also incorporated. The Treasure Room allows all King's rare books – and other treasures – to be housed together and under proper conditions. The current rare books collection, dating back to the 13th century, comprises 30,000 volumes; this space is designed to hold substantially more in order to accommodate the collection's anticipated growth through donations. The capability for compact shelving will be installed here. A much-needed conservation facility adjoins these spaces.

In the 19th century, a museum collection consisting mostly of natural history specimens was housed in display cases in the Library. A Faculty member was designated Curator. The museum artifacts are now stored in the Treasure Room on the lower floor of the Library and are placed on display in the Library from time to time.

Gallery [McCain Gallery]

The Gallery (or Galleria) runs the entire length of the building, and is a special hall dividing the Treasure Room from the public stack and study spaces on the lower level of the Library. It comprises six custom-made, illuminated glass display cases built into the side of the Treasure Room and sharing that facility's climate control and security features. Hence it will be safe and practicable at last to publicly display some of King's most precious treasures without putting their fabric at risk. Rotating displays of bibliographic materials are planned to exhibit, over time, the entire scope of King's magnificent collection. The space and cabinetry will be defined by Georgian architectural and decorative forms, echoing the treatments used on the upper level.

Main Stack

The Main Stack/Study Carrel area on the lower level, having at its heart storage for books, will be pleasant but simple in character. It is the principal repository for the Library's 50,000-volume circulating collection. Although mostly below grade, this area will enjoy abundant natural light from two solid rows of windows facing into the quad. This space offers many study areas, including open 12 reading tables, 34 individual carrels, and 6 mini-studies. Considerable extra capacity has been planned into this design, allowing stacks to be added later as needed.

Treasure Consulting Room [Rare Book Consulting Room]

The publicly accessible space in which students, researchers and members of the public may view and refer to the College's rare books is the Treasure Consulting Room. It adjoins the Librarian's office for security reasons, and has a direct view into the Foyer through that space's 'see-through' display cases. The effect will be of an elegant 'fish bowl,' allowing constant supervision and providing muted indirect light.

Orientation and Board Room [Committee Room]

This space, on the southwest corner of the upper level, is provided with the ample natural light of a dual

exposure. It serves as an all-purpose meeting room for presentations, teaching, orientation, and committee work, functioning as a kind of 'board room' for the Library. Like the Librarian's Office, which adjoins it, the Orientation Room will be gracefully finished, although, given the smaller size of these rooms, the style will be simple neo-classical without the pillars and arches of the other public spaces on this level.

Staff Work Area

The staff work area is deliberately more functional in character and not as elaborately outfitted as the Library's public spaces. It is equipped for computerized cataloguing, circulation, search and retrieval functions. Wiring and other facilities are included to accommodate the University's entry into the Novanet system, which currently links five Halifax university library collections and is planned eventually to connect all Nova Scotia university libraries electronically. Care has been taken to maximize the benefits of the space's ample natural light, configuring work stations so that as many as possible adjoin a window. Finally adequate work space will be provided for a staff serving the demands of both a major historic collection and active undergraduate library.

A Rare Find campaign

A fund-raising campaign for the new Library became a bicentennial project called "A Rare Find." Construction was scheduled from Aug 1989 to Oct 1990.

The new Library was officially opened at 2:30 pm on 14 May 1991 by the University Chancellor, Dr. G. Hamilton Southam. Chairman of the Board of Governors Bishop Arthur Peters, Lieutenant Governor of Nova Scotia Lloyd Crouse, N.S. Minister of Education Terry Donahoe, and Mayor of Halifax Ron Wallace were present. That evening, Rev. Dr. Leonard Boyle, the first Canadian Librarian of the Vatican and recipient of the Order of Canada and Order of Preachers, delivered a lecture. Bicentennial Campaign Chairman Brian Flemming delivered the Encaenia address that year.

At Encaenia 1992, Roy Willwerth, the Library's architect, was awarded an Honorary Fellowship. "Willwerth says he tends to design contextual works, which means restoration and infill – works that maintain the context of the site. His work on the King's library, he says, is in keeping with these objectives. His intention in designing the external structure of the King's library, for example, was to create a building that could be integrated into the entire complex of the quad. 'We wanted a building, which was light and airy and wouldn't overwhelm the quad,' he says. In designing the interior of the library, he wanted to create the 'non-institutionalized' atmosphere of a library in an older home. 'The central idea of the interior was to create a character which was evident in the original on the top floor of the Arts and Administration building,' says Willwerth.³⁷

Visitors over the years have repeatedly commented on the beauty of the building. The City of Halifax bestowed its Award for Design Excellence on the Library in 1993, and readers of *The Coast* weekly newspaper voted it Best Building in 1998 and 1st runner-up for Best Place to Study in 2007.

In 2007, University Librarian Drake Petersen, in consultation with architect Roy Willwerth, submitted a proposal to the University administration for an extension that would be built on the lower floor of the Library to accommodate the growing book collection that supported the additional academic programmes that King's had initiated in the previous decade: Contemporary Studies, Early Modern Studies and History of Science and Technology. No action was taken; the trend in recent years has been for circulation of fewer printed books and more use of electronic resources, so physical space requirements for the collection may grow more slowly in future.

³⁷ *Tidings*, spring 1992.

7.7 Library's annual cycle

July 1	New academic year begins Archives arrangement and description projects in progress Library staff members submit their department annual reports to University Librarian & Archivist
August	Reserve collection readied for fall term courses Archives projects completed
September	Classes begin; Library resumes evening and weekend hours Journalism students' scavenger hunt requires them to use Library & Archives resources
October	New books are ordered As new books arrive, they are catalogued and end-processed Conservation work is done on Archival and Special Collections items
November	Students make heavy use of Library to study and write papers and honours theses
December	New book budgets to be fully spent by end of month so books on order will be received before end of fiscal year on 31 Mar University and Library close through Christmas and New Year holidays
January	Budget planning for next fiscal year begins Reserve collection for new term readied
March	Budget preparation
April	April 1 : University's fiscal year begins Supplies ordered for Library and Archives projects Hours changed to Monday-Friday 9 am-5 pm begin after exams end in late April
May	Graduating student assistants taken to dinner
June	Shelf-reading, weeding, book ordering, acquisitions processing, cataloguing Archives arrangement and description projects

7.8 Sources of information about the Library and its collections

- Akins, Thomas B. *A brief account of the origin, endowment and progress of the University of King's College, Windsor, Nova Scotia*. Halifax, N.S. : Printed by Macnab & Shaffer, 1865.
- Bray, Thomas. *Bibliotheca parochialis, &c. : or, A scheme of such theological and other heads as seem requisite to be perus'd, or occasionally consulted, by reverend clergy; together with the books which may be profitably read on each of those points, in order to promote the forming and erecting libraries of three degrees, viz. general, decanal or lending, and parochial, ...* 2nd ed. London : Printed by S. H. for R. Wilkin; and W. Hawes, 1707.
- Elwood, Marie. "The Weldon Collection." *Canadian Collector: a Journal of Antiques and Fine Arts*, 18(4) (Jul 1983), pp. 26-29.
- Elwood, Marie. "English Pottery in the Weldon Collection." *Canadian Collector: a Journal of Antiques and Fine Arts*. 18(5) (Sep/Oct 1983), pp. 20-27.
- Elwood, Marie. "English Porcelain in the Weldon Collection." *Canadian Collector: a Journal of Antiques and Fine Arts*. 18(6) (Nov 1983), pp. 53-58.
- Elwood, Marie. "Chinese Export Porcelain in the Weldon Collection." *Canadian Collector: a Journal of Antiques and Fine Arts*. 19(1) (Jan 1984), pp. 36-42.
- Elwood, Marie. "Two 19th Century Collectors and their Collections." *American Ceramic Circle Journal*. 7, (1989), pp. 7-23.
- Elwood, Marie. "The Weldon Collection: Specimens of China Brought to the Colonies." *Arts Atlantic*.

9(4), (1990), pp. 44-45.

Elwood, Marie. "Haliburton, Susanna Lucy Anne (Weldon)." *Dictionary of Canadian Biography*. XII (1990), pp. 403-404.

Fairweather, Eugene R. "A milestone in Canadian Theology: Bishop Kingdon's God Incarnate." *Canadian Journal of Theology*. 4(2) (1958), pp. 101-110.

Hathaway, Janet and Oriana Duinker. *University of King's College Architectural Records Collection UKC.ARCH finding aid and file list*. University of King's College Archives, 2008.

Hind, Henry Youle. *The University of King's College, Windsor, Nova Scotia, 1790-1890*. New York : Church Review, 1890.

Inglis, John, 1777-1850. *Memoranda respecting King's College, at Windsor, in Nova Scotia : collected and prepared for the purpose of making evident the leading object in suggesting and establishing that institution / by one of the alumni*. Halifax, N.S. Gossip & Coade, Printers, 1836.

Jack, David Russell. "The bestowal of private libraries." *Acadiensis*. 7(4) (Oct 1907), pp.309-313.

Laugher, Charles. *Thomas Bray's grand design; libraries of the Church of England in America, 1695-1785*. Chicago: American Library Association, 1973.

Piers, Harry. *Catalogue of the Library of King's College, Windsor, Nova Scotia / with occasional annotations*. Halifax, N.S. : Nova Scotia printing company, 1892.

Smith, Samuel. *Publick spirit : illustrated in the life and designs of the Reverend Thomas Bray, D.D. ...* London : F. C. and J. Rivington, 1808.

University of King's College (Windsor, N.S.) .

Sumichrast, Sumichrast, Frederick Caesar de (1845-1933) and University of King's College. *Investigation of the recent charges brought by Prof. Sumichrast against King's College, Windsor: with letters, reports and evidence*. Halifax, N.S. : J. Bowes, 1872.

Vroom, Fenwick Williams, 1856-1944. *King's college : a chronicle, 1789-1939: collections and recollections*. Halifax, N.S. : Imperial Pub. Co. Ltd., 1941.

Weldon, Susanna Lucy Anne Haliburton. *Specimens of china brought to the colonies by the early settlers, particularly the Loyalists : collected for the museum of King's College, Windsor, Nova Scotia, and presented in memory of Haliburton Weldon, by his mother*. Fredericton, N.B. : [s.n.], 1880.

7.9 Custodial history

The records in the fonds were deposited by University Librarian and Archivist Drake Petersen between 1991 and 2010.

7.10 Chronology

1780

Books for the future university library are obtained, although some fundraising had been underway previously.³⁸

1789 University founded.³⁹

1799 Library founded.⁴⁰

From *A Brief Account of the Origin, Endowment, and Progress of the University of King's College* by Thomas Beamish Akins discuss the Library's history: "In 1799 Alexander Brymer, Esq., a eminent merchant in Halifax having given £100 for the purposes, a room in the college was fitted up for a

³⁸ *Calendar* 1883-1884.

³⁹ *Calendars*, 1873-1881.

⁴⁰ *Calendar*, 1871-1873, 1897-1898,

Library."⁴¹

Mr. Lambert of Boston donated £50 for the purchase of library books in 1790.⁴² Through the assistance of Dr. Moore, Archbishop of Canterbury, Drs. Porteous and Horsley, bishops of London and Rochester, William Wilberforce, Sir Bernard Morland, John Wilmot and others donated to a fund to obtain more books, though several of them withheld their contributions until they were assured of the connection between the college and the church.⁴³ Sir Thomas Strange, who donated several curiosities, and the Archbishop of Canterbury each gave £100 toward the completion of the library room.⁴⁴

1800

Board of Governors directed £200 for the purchase of books.⁴⁵

1803

The first list of the Library's contents was prepared by Benjamin Gerrish Grey. The Board allocated £20 to be paid for books.⁴⁶

University of King's College Statutes of 1803 provided that the Governors would appoint a Librarian, and established his salary and responsibilities. The Statutes also described the Library, who had access to it, and terms upon which books could be borrowed. Akins noted that "by the Statutes relating to the library, its use was limited to the professors and graduates. No student was permitted to have access to the books until he had obtained his degree, a period when the young men usually left college." This rendered the Library almost useless and was eventually lifted.⁴⁷

1810

The first Library was a room in the main College Building located beneath students' rooms in North Pole Bay.⁴⁸ It was completed in 1810 with funds from Sir Thomas Strange, the former Chief Justice of Nova Scotia, and the Archbishop of Canterbury, Charles Manners Sutton.⁴⁹

1814

The Library received gifts from Oxford University and the Society for Promoting Christian Knowledge.⁵⁰

1818 It was decided that the Library Fund remainder was to be invested in books.⁵¹

1823

The Board resolved that money taken in through the Library should be accounted for and taken by the President and Vice President to pay for costs of the Library and purchase of books.⁵²

⁴¹ *A Brief Account of the Origin, Endowment, and Progress of the University of King's College* by Thomas Beamish Akins (1865), p.10.

⁴² *Ibid*, p.22.

⁴³ *A Brief Account of the Origin, Endowment, and Progress of the University of King's College* by Thomas Beamish Akins (1865), p.23.

⁴⁴ *Ibid*, p. 24.

⁴⁵ Board of Governors Minute Book 1, 29 Oct 1800, p.106.

⁴⁶ Board of Governors Minute Book 1, 3 May 1803, p.145.

⁴⁷ *A Brief Account of the Origin, Endowment, and Progress of the University of King's College* by Thomas Beamish Akins (1865), p.24.

⁴⁸ UKC.ARCH architectural records finding aid, p.2.

⁴⁹ *Calendar*, 1871-1872, p.49.

⁵⁰ *Ibid*.

⁵¹ *Board of Governors Minutes*, 8 May 1818.

⁵² *Board of Governors Minutes*, 23 Sep 1823.

1825

Board of Governor Minutes refers to a Library Fund and to the purchase of books authorized by the Board of Governors.⁵³

1838

James Putnam left a legacy of £100 in Dec 1838 to buy books for the Library (Hind, p.88). The Bishop traveled to England, where he received donations of money and many valuable additions to the Library (Hind, p.87)

1842 Insurance was taken out on the Library before it was taken out on the College building itself.⁵⁴

1853 The Library Fund, amounting to £1,673 10s. 7d., was absorbed into the General Fund.⁵⁵

1854

University of King's College Statutes concerning the Library are updated to include the role of a Sub-Librarian.

1856 All students were granted free access to the library.⁵⁶

1858

King's Associated Alumni donated £25 for the purchase of new books and resolved to continue doing so every year. Th *Calendar* reported that the Smithsonian Institute of Washington, D.C., gave many books to the Library throughout the mid-19th century in return for meteorological observations from King's. The Governors bought contributions for the natural history collection.

1859

Calendar 1859-1860 said the Associated Alumni had donated another £25 (p.8). There was no Library building, although Lt.-General Sir W. F. Williams donated £100 to the building fund. The Library fee was £1, 5s per annum. The Governors reminded friends of the College that "if each one who has been connected with the University, would thus bear it in mind after years, and, as opportunity offers, would send some token of his remembrance, the cabinet and shelves would soon be greatly enriched, at comparatively small cost" (p.8).

1860

The Board of Governors resolved that the Bursar and Librarian, Dr. Hensley (who held both positions), be allowed to spend monies from sales of Library books to buy new books.⁵⁷

Members of the Board solicited subscriptions to build Convocation Hall.⁵⁸ The *Calendar* 1860-1861 reported that £700 had been subscribed for a new building for a Hall and Library, with hopes of more so that construction could commence.

Rev. R. H. Bullock donated Archdeacon Holes' manuscript copy of the Vulgate (13-14th century) with rubricated capitals. Mrs. Inglis donated framed engravings of Bishops Charles and John Inglis.

⁵³ *Board of Governors Minutes*, 11 Nov 1825.

⁵⁴ *Board of Governors Minutes*, 25 Jan 1842.

⁵⁵ *A Brief Account of the Origin, Endowment, and Progress of the University of King's College* by Thomas Beamish Akins (1865), p. 25.

⁵⁶ *Calendar*, 1856-1857

⁵⁷ *Board of Governors Minute Book* 4, 2 Mar 1860, p.230-231.

⁵⁸ *Board of Governors Minute Book* 4, 5 Aug 1860, p.223-224.

1861 Prince Alfred visited the University and inspected the Library.

1862

The *Calendar* 1862-1863 said of the new Library and Convocation Hall: "This Building will supply a want which has been long and anxiously felt by the friends of the College: by providing a safe depository for the large and valuable Library and Museum, and at the same time, by setting free, for the accommodation of more Students, the rooms now occupied for that purpose" (p.6).

1863

The *Calendar* 1863-1864 reported that the new building was finished. Although the building was inaugurated in 1863, it was not occupied for several years because of faulty construction; by 1866, Library books still had not been moved to the building because of leaks in the ceiling.⁵⁹

The Library collection was described as in the thousands, with a great proportion of valuable books.

1867

A resolution to charge students Library fees was made (Board of Governors' minutes, 11 Feb 1867); a fund was to be set up for subscriptions to furnish the Library (minutes, 11 Mar 1867).

The *Calendar* 1867-1868 said the cost of the new Library was \$12,000 (p.6).

1869

Donations were solicited for improvements to the Library (Board minutes, 12 Jul 1869). Regarding the annual General Williams Prize, "His Excellency has decreed that should no candidate be found duly qualified, the amount in that case, in any year, shall be applied to the purchase of books in that department for the College Library" (*Calendar* 1869-1870).

1870

Although the *Calendar* 1871-1872 said books were moved to the new building in 1864 (p.49), the *Calendar* 1875-1876 said that the Library was moved after 1870 (p.28). According to the *Calendar* 1892-1893, the Library of about 10,000 books "contained till the year 1870 in a single room in the College building, was then removed to the new Hall specially built for the purpose and presented to the University by the Incorporated Alumni." Hind wrote, "In 1870 the valuable Library of the University was removed to the new hall. The number of volumes accumulated in the first 80 years of the university exceeded 6,000" (p.108).

1871

There was no designated Library fund, so the book collection could be increased only through grants of money from the Governors or a lapse in the General Williams Fund Prize or with benefactions of friends of the University.

The new building housing the Library, funded by the Alumni, was called Convocation Hall. The Library attempted to enlarge its supporter base by opening to members of the public, who were permitted to visit from 12-4 pm on Saturdays during term if they followed certain regulations: a written application to the Librarian explaining the reason they would like admission; if they were not a Windsor householder, one would have to vouch for them. A subscription was \$4 per year (\$10 per family), and they had to sign a form agreeing to the rules and regulations of the Library.

The Alumni recommended that the Governors charge students and other patrons \$2 annually for the Librarian's salary; the Alumni also resolved to donate \$40 of their own funds each year, if possible, to said salary (p.88). The Alumni thanked Prof. Hensley for being librarian for 17 years and recommended that \$40 be given to him from Alumni funds.

⁵⁹ UKC.ARCH architectural records finding aid, p.3.

The *Calendar* listed frequent closures of the Library, including Nov 1 (no lecture); Dec 18-22 (terminal examinations); Ash Wednesday; March exams; Ascension Day; White Monday; the Queen's birthday; and during exams, 17-21 Jun.

Librarian Sumichrast prepared another catalogue.

1872

"King's College, Windsor, 1872" by William M. Bishop (*The Record*, Mar 1941) quoted Prof. Sumichrast saying that the Library building "was grievously damaged, internally and externally. Several windows were broken, a large hole existed at the end of the south-eastern gable, whereby rain, snow, and wind found easy access to the interior; the shelves, floors and books were covered with broken plaster, mortar, bricks, bits of glass, slates, and other rubbish. The books were in a state of utter disorder, uncared for, never looked after, exposed to mildew and other pernicious influences, many of them rotting; others thrown higgledy-piggledy in a barrel, others lying in a heap of broken panes and slates; in a word so neglected as to disgust any intending benefactor. The catalogue of the Library was lost; the Librarian could give no better account of it than that it had been stolen; as I had complained of the loss; he charged me to a third party of having made away with it; the catalogue, however, turned up several months later, the Librarian having lent it to an intending benefactor, and 'forgotten all about it'" . . . "Sumichrast was appointed Librarian . . . 'among my first acts was the calling in of all books belonging to the Library . . . The President of the College returned into my hand 60 volumes, none of them entered on the Register. He subsequently, when I was out of the Library, brought down and replaced on the shelves, without giving me notice of any kind, three or four times that number. Other gentleman like-wise returned books that have never been entered, and altogether I recovered over three-hundred volumes.'"

1873 The Library fee was \$5 (*Calendar 1873-1874*, p.62).

1874

The circulation of books from 1 Jun 1873 to 26 Jun 1874 was 205.

Board of Governors resolved that a separate account be created to hold Library fees, which were to be expended by the Board of Discipline (also known as the College Board) (Minutes, 11 Nov 1874).

Calendar 1874-1875 described the museum displays in Convocation Hall: "The different departments of the Museum are arranged in 24 flat cases, supported by the balustrade surrounding the gallery and five large table cases, all glazed and provided with lock and key. The large specimens which could not be conveniently placed in cases are arranged on shelves or distributed in different parts of the Hall" (p.42).

1875

The circulation of books was 189; number of visitors to Library and Museum (exclusive of those at Conversazione and Encaenia) was 158.

1876

The circulation of books from 26 Jun 1875 to 8 Jul 1876 is 335, and the number of visitors to Library and Museum, exclusive of Conversazione and Encaenia is about 600.

The Alumni Association revoked its 1871 commitment to contribute towards the Librarian's salary because they had been foregoing their 1848 pledge to provide scholarships in order to pay the Librarian (*Calendar 1876-1877*, p.70-71).

The Reading Room was not part of the Library at this time; it was run by the Reading Room Association, formed in 1876 "to provide for its members a good supply of the best English, Canadian and American papers, periodicals, and reviews. Membership open to all members of the College. Entrance Fee, \$1. Subscription, 50¢ per term. The Association uses the Club Room of the Haliburton as a reading room."

1877

From the mid-19th to early 20th centuries, the Bursar's Fund held money for small repairs and other running expenses for the College, including monies for the Library and Chapel (Board minutes, 11 Jul 1877).

A scheme to raise money included allocation of money from the collection of a "Capitulation Tax" for the specific purpose of purchasing Library books; the Secretary was instructed to write to get the balance of a prize for the Treasurer, as well as unappropriated prize money, as it was needed to buy books for the Library (Board minutes, 10 Oct 1877). At the same Board meeting, it was announced that books recently bought were to be returned because there was no money to pay for them.

1878

Bishop's Fund (Visitor's Fund) was used to purchase theological texts (*Calendar* 1878-1879, p.42).

McCawley Classical Prize and General Williams' Mineralogy Prize were not awarded this year, so more books than usual were purchased. Library fees allowed for small book purchases.

1881

Library Sustentation Fund established 11 May 1881 with Library fees that had been allocated for book purchases (Board Minute Book 5). Necessary repairs to the Library, to be paid for from this Fund, were deemed more urgent than book purchases. Subscriptions were also solicited for the Fund.

1885

"A superb collection of Loyalist China, over 300 pieces, arranged in three cases, was presented by Judge and Mrs. Weldon, on the 79th anniversary of the landing of the Loyalists in New Brunswick" – notes on The General Collection (*Calendar* 1884-1885, p.53); Rev. George W. Hodgson of Charlottetown bequeathed his library of 479 volumes donated to the College, in addition to a large part of his estate (Board minutes, 12 Sep 1885).

1886

"The large additions, which have been made to the Library during the past year, have necessitated further accommodation. This is being provided for by the erection of cases in the lower hall" (*Calendar* 1886-1887, p.5). The Board of Governors resolved that the Librarian should be requested to confer with the Governors as to the rules and regulations of the Library (Board minutes, 8 Apr 1886). The first mention of a Library Committee was in the Board minutes of 24 Aug 1886.

1889

Additional accommodation was provided for the Library in Convocation Hall; the collection numbered 9,000 volumes (Hind, p.117). The Museum had too many specimens for its display capabilities; new cases were needed to display objects that were stored in boxes (*Calendar* 1888-1889, p.98).

The Librarian, Prof. Kennedy, was authorized to procure printed labels for books presented to the Library (Board minutes, 10 Oct 1889). The Rector of Windsor asked for access to the Library; the Board resolved that he be permitted to take books from the College Library at the discretion of the Librarian and on the same conditions as professors (Board minutes, 14 Nov 1889).

1890

The first Archives deposit was recorded in the Board minutes of 9 Jan 1890: a box was received from the late Visitor with two volumes of minutes from 1815-1854, as well as various other letters and documents pertaining to the College; it also contained the original seal of the College. The box was placed in the Library under the supervision of the Librarian.

1891

"There is no special Library Fund except the fee from students, and the collection can only be increased

by grants of money from the Governors, the occasional lapsing of the Welsford prize money, and the benefactions of friends of the University" (*Calendar*, p.63).

1892

A Library Fund was again established, consisting of money formerly held by the Bursar for the Library. The Bursar retained some of the Library funds "in the shape of prize money or gifts which are to be devoted to purchase of books on special subjects" (Board minutes, 10 Mar and 5 Aug 1892).

Bursar's statement of funds for the Library: he held only \$100 total for the Library (Board minutes, 10 Mar 1892). Dr. Partridge reported there was only \$100 in the Library account, but it was not wise to take up collections for the Library account because collections for the College in general had been unsuccessful (Board minutes, 12 May 1892).

Harry Piers of the Provincial Library was hired for \$400 to prepare the Catalogue for the Cogswell bequest. A subject catalogue and an "authorship" catalogue were published (Board minutes, 8 Dec 1892).

The collection totaled about 10,000 books (*Calendar* 1892-1893).

1893

Harry Piers prepared a catalogue of the Library, which was published by the Nova Scotia Printing Company [call number Z 883 K552 1892, Special Collections; online at www.archive.org/details/cataloguelibrar50librgoog]. His catalogue stated that the oldest book among the incunabula was *Speculum Vitae Humanae* by Rodericus, Bishop of Zamora (1471); at the time Piers' catalogue was published, there was no older printed book in the Dominion of Canada.

The Board authorized the Librarian to exchange catalogues with the legislative libraries of Ottawa and Halifax; Dalhousie University, Bishop's College, Trinity College, University of Toronto, Queen's, Columbia, Acadia and Mount Allison. Students and others could purchase copies for \$1 each (Board minutes, 12 Oct 1893; Nov 9 minutes added to the list).

1896

All students, including nominated students, had to pay the Library fee. Students wrote to the Board of Governors concerning the limited period of time during which they were allowed to use the Library. The matter was referred to the College Board (Board minutes, 12 Mar 1896). The collection numbered over 12,000 volumes.

1898

Prof. Vroom reported that the books in the Library were suffering from dampness; the suggestion of keeping constant heat in the building was discussed, but no action taken (Board minutes, 13 Oct 1898). Eventually, the Board decided to put a base burner in Convocation Hall for preservation of the building and the books (minutes, 11 May 1889).

1899

Library books were rearranged and card-catalogued by two students who remained at the College during the summer and received free board for their services (Board minutes, 12 Oct 1899).

1903

Librarian Vroom reported that books were suffering from the dampness that had caused large pieces of plaster to fall in different places; a dripping pipe was also causing damage. As a result, the President, Librarian, Mr. Wilcox and Mr. Pauli were appointed to a committee to report at the next Board meeting (Board minutes, 14 May 1903) on conditions in the Library. The committee concluded that the Library required drainage and damage was so severe that the walls and foundation should be examined by a builder. To relieve pressure on the walls from the weight of the books, the committee recommended that the books be moved to the ground floor and the space above be floored over and a staircase added, at a cost of \$350 (Board minutes, 11 Jun 1903). When the Committee examined the buildings with an

architect, R. A. Johnson, they found the building in better condition than originally expected (Board minutes, 6 Aug 1903).

1904

Librarian Vroom wrote to the Board to request restoration of Library funds to their proper use, arguing that they had been alienated from their intended purpose. The Board passed a motion guaranteeing that Library fees would henceforth be held by the Bursar for the purposes of the Library only (Board minutes, 10 Mar 1904). The Librarian's salary was \$50 (Board minutes, 20 Jun 1904).

1905

Library fee reduced to \$3. President Ian Hannah reported that the books in the Library were damp; he suggested they be moved downstairs, the gallery floored, and the premises heated with stoves (Board minutes, 21 Jun 1905); the matter was referred to the College Property Committee.

1906

Improvements to the Library made at a cost of \$631.71. Rev. Binney contributed \$350 and the remainder was paid out of the General Fund of the College (Board minutes, 20 Jun 1906).

"Prof. Vroom, the Librarian, formally reported to the Committee that, without his consent as Librarian, D. Hannah and Prof. Dahl had removed a number of books from the Library to Cape Breton, among them being a set of *Encyclopedia Britannica* belonging to the Hodgson Library; also all the books on Engineering, among them those bequeathed by the late J. R. Moss; that the cards representing these books were removed from the catalogue; and that repeated attempts to have the *Encyclopedia Britannica* returned have failed" (Board minutes, 22 Nov 1906).

1908

The University Statutes gave donors to the Library the right to restrict their benefactions so as to be non-circulating.

The Library fee was restored to \$5.

1909

Book purchases deferred due to financial need created to a lack of modern and up-to-date reference books, prompting students to send a protest letter to the Board: "Dearth of Modern works of Reference in the College Library: Letter from the Student Body thereon referred to the Executive Committee" (Board minutes, 18 Nov 1909). Librarian Vroom was asked to consult with Prof. McCarthy on the best way to re-label the Museum's specimens, and to report on the cost of book bindings in need of repair. A Board member was asked to ascertain from Prof. Vroom what modern works of reference he would like as additions to the College Library (Board minutes, 9 Dec 1909).

1912

Librarian Vroom pointed out to the Board that the Library lacked proper arrangement and cataloguing and was not adequately made available for reading and research; it was agreed that \$50 should be taken from student Library fees for the purpose of cataloguing.

The Board also decided to procure a fire-proof vault to protect the chief treasures in the Library, but action on the vault was postponed pending cost-analysis (Board minutes, 15 May 1912).

President Powell's report to the Board on committee re-organization included "A Library Committee, whose duties would be to add to the College Library new books and historical documents, and to solicit special donations of paintings, curios, coins or relics for the museum and to see them properly cared for and preserved" (Board minutes, 21 Nov 1912, insert between pp. 492 and 493).

1913

The Library Committee's first task was to use the students' Library fees for the purchase of books and

Library fittings (shelves) (Library Committee Minute Book, 11 Dec 1913).

The Librarian's salary was \$50 per year. Library fees collected in Michaelmas term were \$152.50 (Board minutes, 30 Jan 1913).

The Librarian's report of 28 Jan 1913 stated that the Library was in "rather chaotic condition at present, owing to the moving of several of the cases and the piling of books upon the floor, necessitated by the putting in of furnaces and the repairs upon the building." Before the renovations, the Library was not a comfortable place for reading, but students were not allowed to take books to their rooms. The Librarian hoped heat and electric lights would make it possible for the Library to be open in afternoons and evenings.

The Library collection was rearranged according to the Dewey Decimal System: all books on the same subject were kept together, which meant that gifts from donors were no longer shelved separately, but were distinguished by book plates.

Library fees were inadequate for the Library's upkeep. Students paid \$35 more than their Library Fees toward the purchase of the *Encyclopedia Britannica*.

The student body made a formal request to the Board of Governors that students be allowed greater use of Library materials. Librarian Vroom suggested that the Library be open afternoons and evenings, now possible because of new electric lights (minutes, 13 Nov 1913).

1914

Board of Governors' minutes of 19 Nov 1914 contained a letter from the President reporting that the Library was not used for research by students.

1915

The Board maintained ultimate control over most of the Library's finances; the Librarian's expenses required Board approval even when the funds came from Library fees (minutes, 9 Dec 1915 and 31 May 1917).

1918

The Board approved rearrangement of book cases and additions to shelving (Board minutes, 10 Oct 1918).

1919

The Library Committee requested that the roof over Convocation Hall be inspected and a separate room be added to the Library that could be made warm and comfortable for students to read and study (Board minutes, 10 Apr 1919).

1920

On 5 Feb 1920, a pivotal event in the history of the University occurred when fire destroyed the main building. The Library was not harmed, but the Reading Room in the President's Bay burned down. Librarian Vroom wrote to the Board concerning the lack of vault space for books; the Board referred him to the Executive Committee and suggested that if space was unavailable in Windsor, he should apply to Eastern Trust Co. in Halifax (Board minutes, 18 Nov 1920).

Librarian Vroom recommended hiring an Assistant Librarian. Regarding the care and preservation of the Library books and Museum specimens, Dr. Vroom reported that more cases needed, manuscripts should be stored in vaults, and books should be systematically arranged and catalogued. He suggested getting assistance from the Carnegie Foundation for a Library building. After conferring with the Librarian, the Board agreed to ask the Property Committee to have particularly valuable books packed in boxes so as to facilitate their removal from the Building; the Property Committee and Librarian should submit a report advising improvements and stating their opinion as to the removal of the Museum exhibits; and how to make the Library more efficient and effective. The question of an assistant Librarian was left to the Committee" (Board minutes, 9 Dec 1920).

The *Calendar* listed the Librarian as an officer of the University for the first time; the Librarian

was not included on the faculty list.

1922

The Board debated whether it should rebuild the University in Windsor or relocate to Halifax. With financial incentive from the Carnegie Corporation of New York, King's decided to form an association with Dalhousie University and move to Halifax.

1923

The Articles of Association with Dalhousie University 1923 stated that "King's shall transfer to Dalhousie its library collections other than those in Divinity, except such as may be set apart by the Dalhousie University Librarian for the library of the residence of King's. All books retained in the University Library shall be catalogued and marked as the property of King's." However, the Statutes of 1962 stated, "This paragraph cancelled by mutual agreement."

"By the terms of Association with Dalhousie University, the greater portion of the library of King's University is housed in the Dalhousie University library [the MacDonald Memorial Library]" (*Calendar* 1924-1925, p.6)

The Property Committee, Librarian Vroom and Dr. McFarlane were designated to supervise the move of the Library, scientific apparatus and collection to Halifax (Board minutes, 27 Jul 1923).

Upon King's move to Halifax, an assistant Librarian was appointed on the King's Foundation, to continue month to month (Board minutes, 14 Dec 1923).

1924

After King's move to Halifax, the *Calendar* of 1924-1925 gives a description of the Dalhousie Library on p. 15-16. Zaidee Harris was working at the Macdonald Library as Assistant Librarian, along with M. Josephine Shannon and Dalhousie Librarian Archibald MacMechan (*Calendar* 1924-1925).

The President's Report (Board minutes, 7 May 1924), mentioned the likelihood of an appointment of a Librarian in the coming year; there had been no mention before this of Dr. Vroom's resignation.

1925

Appointment of an Assistant Librarian was left in the hands of President Moore (Board minutes, 8 Jan 1925). The first Assistant Librarian King's hired was Ethel Taylor (*Calendar* 1925-1926). After she resigned as Assistant to the Librarian at Dalhousie due to poor health, Edith Shreve of Digby applied for the position, and the Board moved that if she were qualified, she should be the nominee (Board minutes, 20 Aug 1925).

The Library continued to be open weekdays during the session.

1928

The cost of moving the Library from Windsor to Halifax was estimated at \$1,000 (Board minutes, 18 Nov 1928).

1929

The move began: Mr. Rose and Mr. Moore were engaged for the purpose of boxing up the Library at Windsor and commenced work May 20; Howard Shaw of Windsor was hired to pack up the collection of old china [i.e., the Weldon Collection] (Board minutes, 16 May 1929). John Carson disassembled the stacks from the Library at Windsor and sent them to Halifax. The stacks and the boxed library were being stored in one of the contractor's buildings while the buildings on the Halifax campus were constructed (Board minutes, 19 Nov 1929).

1930

"The session of 1930-1931 opens in the new home of King's College which provides residences for men and women students, under supervision of members of the staff, a President's house, administration

offices, Library, lectures rooms, dining hall, a chapel, and a large recreation hall" (*Calendar*, 1930-1931).

The Board minutes included a letter from Mr. Bowman to President Rev. A. H. Moore expressing the desire for the new King's Library to be known as "McCawley Memorial Library" in memory of his grandfather, Rev. George McCawley, who, "during his time as President of the college, took such a deep interest in its library. He was instrumental in obtaining many of the rare and valuable books which it contains, and also gave many volumes, purchased by himself." Mr. Bowman, petitioning on behalf of himself, other descendants of President McCawley, and the living graduates who were at King's during his time as President, pledged to present a bronze tablet commemorating him if the building were so named. The Board referred the matter to a committee for consideration.

1931

Board minutes of 3 Jul 1931 mentioned that a note of thanks was sent to the family of the late Dr. McFarlane for the donation of his library to the College.

Referring to the Library, "Dr. Moore reported the progress made by Mrs. Ingraham and stated that he had made an arrangement with her that she be paid \$175 for the month's work she is doing here." After an "unfortunate experience" with Mrs. Ingraham, she was replaced by Miss Eunice Borden, a graduate of McGill with experience in the Toronto Public Library, whose salary was set at \$75/month (Board minutes, 12 Nov 1931).

The Board decided the Executive Committee should make appointments to the Library Committee.

The President suggested publicizing the Library through the daily press by acknowledging donations of books as they were received.

The Board discussed ways in which students could make the most use of the Library; it allocated \$500 to the Library Committee (Board minutes, 17 Nov 1931).

1932

After consulting Faculty, President Moore moved that the Library Committee be appointed, consisting of the Professor of History, Dean of Divinity, Professor of Classics, and the senior Professor of English. Its duties included formulating a policy for the Library and submitting a list of books to be added to the collection (Board minutes, 16 Feb 1932).

The Board thanked the Carnegie Corporation of New York for its contribution of \$3,000 for the Library. The Board stated that it would gladly comply with the conditions attached to the appropriation and the use to be made toward the purchase of books for the Library (Board minutes, 10 Nov 1932)

Calendar, p.14: "University Library. The Library is open during the session on every week-day, except Saturday, from 9 a.m. till 6 p.m., and on Saturday till 1 p.m., and during the greater part of the session from 7.30 to 10.30 every evening and from 2.30 to 5.30 Saturday and Sunday afternoons."

"Unclaimed deposits. Balances of Caution and Laboratory Deposits left unclaimed three years will be applied to the purchase of books for the University Library." (p.15)

The *Calendar* included a form of bequest to leave money for furnishings, equipment, scholarships, or books for the Library.

1933

The new King's Library was announced to the public in the *Calendar* 1933-1934. It was located in the main building on the third floor of the center portion. The Stack Room was to the south and the Reading Room on the north end. The Librarian's office was at the front of the building on the same floor (UKC.ARCH architectural records finding aid, p.6).

For the first time since King's moved to Halifax, the *Calendar* (1933-1934) listed Dalhousie and King's Libraries separately, with their own hours: "King's College Library. The Library is open from 9.30 a.m. to 5.30 p.m.; other hours to be announced." The Library's services and regulations were similar to those at Dalhousie: "Books, other than those on the reserved lists, may be taken out by instructors or

students and kept for two weeks. They must then be returned to the Library. Books on the reserved lists may be taken out immediately before the closing the Library on any day, and must be returned when it opens on the following day. Not more than two books may be borrowed at one time by a student not in an Honour course, nor more than four by a student taking Honours. Students are allowed the privilege of borrowing books from the Library for the summer. Students using this privilege are required to make a deposit with the Librarian's office. This deposit is returned when the books are replaced in the Library."

President Moore reported that Miss Borden had fallen ill and needed two months' rest; Miss Allen would handle the work during her absence, and arrangements were made with senior students to care for the Reading Room in the evenings. The Board agreed with Dr. Moore's recommendation that Miss Borden's salary be continued (Board minutes, 1 Nov 1933)

1935

The *Calendar* 1935-1936 stated that the Library was open weekdays from 9 a.m. to 6 p.m., on Saturdays until 1 p.m., and during the session from 7 p.m. to 9 p.m.

The Record (1935, v.56, p.52) said, "With the decline in attention paid to sporting activities, there has been a steady increase in the use of the library, as shown in the Librarian's report for the year. These statistics, covering the period from 1 Oct to 30 Mar, give a total of 5,720 students using the reading room during that time. This is an increase of several hundred over the corresponding period of last year. The number of registered borrowers is given as 222. The total circulation of books during this period was 2,109. Through the Carnegie Grant, 372 new books were added to the Library this year. They are distributed among the different sections in the following order: Classics, 54; English, 161; History, 65; Economics, 20; Sociology, 5; French, 63 and miscellaneous, 4."

Canon Shatford's Library was mentioned in the Board minutes of 12 Dec 1935.

1936

After the re-opening of the Library, the Library Committee was given the Library fees plus an additional \$200 from the General Fund to purchase such books as it saw fit (Board minutes, 26 Jun 1936 and 10 Nov 1936). Prof. Vroom remained as Librarian until resigning in 1936.

"The total attendance in the Reading Room for the period of October to May was 7,885, an increase of well over 1,000 for the same period last year . . . The Carnegie Grant was discontinued but the Library was augmented by donations from many other sources. In particular we are pleased to acknowledge the gift of the Allan Pearson Shatford Memorial Library which consists of 1,750 volumes. This library has been placed in a separate room and is at the disposal of all students" (*The Record*, May 1936).

1937

The Librarian opened the Reading Room to students in the evenings from the beginning of term; previously, it had opened this early only by student request (Library Report, 1937). The Librarian was concerned about the lack of endowment funds for the Library: "A college library should not be a drain on general funds, but should be able from its own endowment to meet its ordinary expenses and pay for its heat, light, and janitor service." To raise money, a group called the Friends of King's College Library was formed, with membership fees of \$1 per year to be used for an endowment fund.

The position of Assistant Library at Dalhousie's MacDonald Library was discontinued in 1937 (Board minutes, 11 Feb 1937), then reinstated and continued until at least 1956 (minutes, 9 May 1956).

According to the Library Report 1937-1938, the Library Board decided how much money would be needed to purchase books for the year. This amount was then budgeted from student fees, and the rest was requested from the Governors. The Board also allotted the money to different collections, such as Divinity, History, Periodicals, etc. The Library board determined that \$700 would be needed to buy books: \$400 would come from student fees and the remainder from the Board of Governors.

1937-1938

Librarian Burns Martin reported that the Friends of the Library Endowment Fund had been established to allow the Library some financial independence. Membership in the Friends of King's College Library required the donation of at least \$1 per year, with all donations to be used for endowment (Library report 1937-1938).

Starting in the 1930s, the Board made an annual grant to the Librarian to buy books. The Librarian reported to the Board at its annual meeting, and then received the grant for the coming year. The grant began at \$300 (Board minutes, 23 Nov 1937).

Miss Borden asked to be excused from paying board during the school year, and the matter of salary for both librarians was referred to the Finance Committee (Board minutes, 12 Aug 1937).

The Alumni Association was in charge of placing a plaque on the Shatford Library; they consulted Mrs. Shatford regarding the inscription (Board minutes, 20 Aug and 9 Sep 1937)

The collection included 23,995 books (Library report 1937-1938).

1938

Exhibitions were displayed in a showcase in the Library Reading Room, and were open to the press and public. 951 of the 1,179 new books added to the Library during the year were gifts (Library report 1938-1939).

All students not registered in Arts or Sciences were required to pay a \$5 library fee (Board minutes, 13 Jan 1938).

1939 The Board of Governors' minutes of 14 Dec 1939 mentioned starting archives at King's.

1940

The Board increased its grant to \$700 (Board minutes, 19 Nov 1940). The Treasurer pointed out that the books purchased the previous year were \$74 over budget. Miss Hibbard, wanting to get married, asked if she could continue to work only part-time at half salary; her request was granted (Board minutes, 19 Sep 1940).

Prof. Vroom listed highlights of the Library's collection on pages 86-97 of *King's College: A Chronicle* (1940).

1941

The Library was given its own bank account (Board Minute Book 12, p.349). Mrs. Hatfield's retirement meant the necessity of procuring someone to complete the cataloguing of the books on the Congressional system [Library of Congress]. The Librarian estimated that this would take approximately 12 months to complete. Miss Zaidee Harris was hired part-time. The Librarian, Dr. Martin, asked that \$800 be allocated to the Library this year, as opposed to the usual \$700. (Board minutes, 20 Nov 1941).

The Record, Feb 1941 ran an advertising campaign for the library based on war stamps (p.14), and gives statistics on library use and circulation, as well as Navy use of the library, on p. 30.

1942

Lola Campbell, King's Librarian at Dalhousie was accepted into the C.W.A.C. and applied for a leave of absence for the duration of the war (Board minutes, 5 Jan 1942).

The Librarian was given responsibility for the Library Fund, with the money to be used for books (Board minutes, 27 Jan 1942). The Board approved the Librarian's request for an additional \$50 per year, bringing the total to \$850/year (minutes, 19 Nov 1942).

Dr. Martin inquired if the machine guns in the Library could be given to the Government for scrap; after some discussion, it was decided that for the time being the guns will remain in the Library, with the matter reevaluated if the Government made a further drive (Board minutes, 12 Nov 1942).

1943

The assistant Librarians worked on accessioning and cataloguing and on the delivery desk while the

Librarian did purchasing and financing. The Library loaned books to clergy around the province, "an important service to keep the intellectual life of the clergy going." The Library mailed a yearly list of new divinity titles to clergy and paid postage to send books both ways (Library report 1943-1944).

1944

Books in Divinity and other general subjects were sent to Pine Hill for King's students, who had been moved there while the Royal Canadian Navy occupied the campus (Library report 1944-1945).

Miss Allen, Assistant Librarian for the past 12 years, resigned. Salary for a replacement was set at \$1,000 per year (Board minutes, 15 Jun 1944). Zaidee Harris, Charlotte Allen and Dr. Martin had signing authority for the Library (Board minutes, 15 Sep 1944). Amy Gill was appointed Assistant Librarian.

1945

The first mention of student assistants was in the 1945-1946 Library report. They kept the Library running in the evenings.

Lola Campbell writes to the Board, explaining that she is taking a course in librarianship, to which the Board agreed that following her completion of this course she would be over-qualified for any job that they were equipped to offer her (Board minutes, 11 Oct 1945)

"Never in its history, I suppose, had the Library ever been so well used as it was last year."

Normal hours were 9 a.m.-1 p.m., 2-6 p.m. and 7-11 p.m., "the longest hours of any college library" the Librarian knew of. (Library Report, 1945-46).

1946

"King's College Library" by Burns Martin, Librarian (*The Record*, winter 1946, p.10): "Almost the first private benefaction to King's College was used for the Library. Early in the 19th century the son of the first bishop – later to become the third bishop [John Inglis] – was sent to England with a sum of money to make purchases for the Library. So well did he use his money and his own talents that he returned with book to four times the value of the money he had taken with him. Many of those original books – with distinctive bookplates – are still in the Library; the writer hopes that one day he may assemble in one section of the stackroom these original books. At first, students were discouraged from using the Library; regulations permitted only members of the Faculty and Masters of Arts within five miles of Windsor to borrow books. Perhaps this attitude left its evil trace long after the regulation was withdrawn, for the writer has been told that rarely did students, even just before the disastrous fire of 1920, use the Library; in fact one not-so-old graduate boasted that in her fourth year she went to the later Archdeacon Vroom to get the key of the Library so she could always boast that she has once been in the King's Library! . . . What is the future? When material is available we hope to have a round table in every alcove of the Reading Room. There are on order 12 tables to be placed in the stackroom; these will be assigned to the older students so that they can work in quiet and privacy . . . The King's College Library has almost no endowment. To operate on our present modest scale we really need an endowment of \$150,000, to take the burden of the library from the general funds of King's."

The Librarian requested that the Assistant Librarian's salaries be increased by \$5 per month due to their large workload (Board minutes, 3 Oct 1946). The Board moved that a special note of thanks be sent to Dr. Martin for his unflagging interest and amazing energy in connection with the welfare of the Library (minutes, 28 Nov 1946)

1947

The Library was used by students from both King's and Dalhousie. The number of visitors increased by 12% over the previous year and the number of books borrowed increased by 30%.

The Board increased its grant to the Library to \$1,000, along with a \$200 honorarium for the Librarian (6 Nov 1947).

1948

During the late 1940s, desks were put in the closed stack room to be used by students for quiet study. The report implies one had to sign up for their use (Library Report, 1948-1949).

In his Library Report 1948-1949, Dr. Martin reminded the Governors that any fund-raising done for the College needed to keep the Library's needs in mind: "to keep the Library operating efficiently on the present scale would require an endowment of \$150,000. In any plans for a campaign, the needs of the Library should have a prominent place."

1949

The Library held a collection of old examination papers for reference. In 1949-1950, this practice was abolished due to the theft of many of the papers.

Mrs. Gill, the Desk Librarian, resigned. Her replacement will get \$125-\$130/month salary.⁶⁰

Library Report: Binding costs have risen and binding has accumulated; books are now coming from Britain, some of which have been on order for several years; Librarian asks for an increase of this year's grant to \$1,200: passed, pending money.

Statistics: Books added: 559; Total books: 30,342; Readers using reading Room: 15,895; Books borrowed over the summer: 276; Books sent by mail: 225; Books borrowed: 5,646

1950 Mrs. Gill resigned on 8 Jun; Zaidee Harris' salary increased from \$50 to \$70/month.

1951

The arrangement between King's/Dalhousie and other schools re: borrowing of books was noted on *Calendar* 1951-1952, p.18. Libraries listed were: Halifax Public Library, the Nova Scotia Technical College Library, Pine Hill Library, and the Legislative Assembly Library.

The treasurer pointed out that the Library will in the future receive an annual income of approximately \$350 from the Mary Almon Trust.⁶¹

1952

Calendar 1952-1953, p.19, under the heading of Student Employment, said there was an opportunity for male students to earn part of their college expenses by working in the Library and Dining Hall

p.43, "Divinity students who are not registered for any Art courses must pay to King's College a Library fee of \$5.00"

1951-1952 Library Report: 33,979 total books; 10,562 "readers"

Some funds were set aside for specific purposes, such as the Almon Trust Fund, which was to be used for book binding and repair of books (Library Report, 1951-1952).

During the 1950s, the Librarian received interest on the Library's endowments directly, totaling only \$50 (Library Report 1951-1952).

Librarian Burns Martin was ill, so Ian MacLennan was appointed Acting Librarian.

1953

The Board of Governors' meeting minutes included a number of references to Dr. Burns Martin's asthmatic illness and indefinite leave of absence. The minutes of Aug 27 stated that he had asked for and was granted a year's absence; Prof. Ian MacLennan was asked to take over the Librarian's duties and receive his \$200 honorarium.

28 Oct 1953: Library grant set at \$800 and salary increase of \$5/month each to Miss Harris and Mrs. Simonson

1954

⁶⁰ *Board of Governors Minutes*, 25 Oct 1949.

⁶¹ Board minutes, 10 Oct 1951 (p.320).

Library Committee was set up in 1954 and was composed of four faculty representatives: two from Arts and two from Divinity (Library Committee minute book).

New Articles of Association with Dalhousie University were signed; s.4 provided that "King's retains control of its library and library collections. The library and library collections of King's and Dalhousie are open to the students of both universities on equal terms" (1962 Statutes).

1955

Mr. Ritchie said that he had inquired about the price of fire insurance for the library. There was talk about potentially selling some of the rare books and china, but it was agreed that this was not desirable as it was unlikely that they could fetch a fair price for them. Dr. Martin and Mr. Granter were asked to appraise the library contents and consult the insurance company about coverage (Board minutes, 15 Mar 1955).

Pay for student assistants in the Library increased from 35¢ to 50¢ (Board minutes, 24 Nov 1955).

1956

Miss Johnston, the King's Librarian at Dalhousie, was replaced; the new Librarian would be paid by Dalhousie, not King's.

Most purchases were made from the Library Endowment Fund; because money was available from this fund, the Board's grant to the Library remained small (Board minutes, 31 Oct 1956).

The Board increased funding by \$1,600, to be used for additional staff, and approved \$800 for a card index system (Board minutes, 16 Feb 1956).

1957

The new card index catalogue was installed.

Space became tight; some books were moved from regular stack room to a room in the basement of the men's residence.

Student assistants (always male) were doing well.

The Board turned immediate responsibility for the Library grants over to its Finance Committee (Board minutes, Book 14, 28 Nov 1957).

Donation of the late Dr. Martin's (former Librarian) personal collection to the Library (in addition to the already large Burns Martin collection).

Board minutes. 8 Oct 1957: Janet Hunt hired as assistant in the Library, starting at \$1,800/year

1957-1958 *Calendar*: "King's Students have equal use of the Dalhousie Libraries as Dalhousie Students" (p.18)

1958

The Board of Governors' minutes name the signing authorities for the Library Fund later in the 1950s: the President, Vice-President, Librarian and Assistant Librarian Miss Harris (Board minutes, Book 14, Nov. 28, 1958). Running expenses of the Library were to be paid from the College's General Fund.

Rev. Dr. Hibbitts set to replace Prof. Granter as Librarian during the 1958-1959 school year while Granter was on leave to complete his Ph.D.

Library grant restored to \$1,000 from \$700 (Board minutes 24 Jun 1958, p.326).

1960

Board minutes, 2 Dec 1960: Staffed with student assistants, the Library was open, but only for study, on Sunday afternoons from 2-5:30 p.m.

1962

Board minutes, 13 Mar 1962: Zaidee Harris retired. Prof. Granter resigned as Librarian. The President recommended that the entire second floor of the main building be made available to the Library; that a full-time, fully-qualified Librarian be appointed; and that the provision for books and periodicals be maintained.

Dr. Granter made known the need for increased space and a full-time, trained Librarian. The salary of Library Assistant was raised from \$2,160 to \$2,500 (Board minutes 9 May 1962)

Prof. Granter continuing as Supervising Librarian, although a part-time cataloguer had been hired and there was a plan to employ a trained Librarian for the following year (Board minutes 19 Sep 1962)

Library Committee recommended that a full-time Librarian be appointed (Board minutes, 13 Mar 1962)

1963

The Board considered two plans that would provide a larger reading room and double the space for stacks by using all (Plan A) or part (Plan B) of the second floor of the main building. The Board chose Plan B, with an estimated cost of \$5,000-\$5,500 for fixtures plus \$7,500 for structural alterations (Board minutes, 26 Apr 1963).

Rebecca Nash, a Dalhousie graduate completing librarian training in Toronto, was appointed new Librarian at a salary of \$5,000 (Board minutes, 14 May 1963). Part of the second floor of the main building used for the Library expansion; however, the Executive Committee recommended that the expansion be postponed for one year due to budgetary concerns. Increased grants for the Library were necessary due to the larger student body; a request for a \$500 increase in the Library grant was referred to the Executive Committee (Board minutes, 14 Jan 1964). However, due to the acute financial situation, the increase was not granted.

1964

850 books added to the Library, and substantial gifts received in addition from Bishop Waterman and Canon Ambrose (Board minutes, 19 Nov 1964)

Circulation: 4,200 (and 12,500 for Reading Room)

The Library received a \$2,500 government grant; the Board granted it \$1,700.

Miss Nash recommended that student pay be increased to 75¢/hour.

Library Report from 1963-1964: Receipts for the year amounted to \$6,049.68, an all time high. The reason was the N.S. government grant of \$2,500 that put the Library on a firm financial basis for the first time in years, bringing many accounts out of the red.

Two student assistants worked 23-26 hours a week, keeping the Library open on evenings and weekends.

Loans: "The student loan period for all books except those on reserve is one week. Books on the reserve lists may be borrowed for a period of three days or overnight only. Overnight books may be used in the library during the day and taken out any time after 3:30 p.m. They are due at 10 a.m. the following morning." Overdue fines: 5¢/day for general loans, 5¢/hour for reserve books.

1965

The Board of Governors' grant was the main source of income for the Library, especially when the Government grant was not available.

The Library increased its hours to Monday through Friday 9 a.m.-5 p.m. and 7-11 p.m.; Saturday 9 a.m.-12 noon; and Sunday 2-5 p.m.; in December, March, and April, the Library was also open 2-5 p.m. on Saturdays.

The Library was using the Library of Congress cataloguing system (Statistics Report, 7 Dec 1965).

Students from Dalhousie and St. Mary's Universities and Pine Hill Divinity School had access to King's Library.

More staff were needed to help with inquiries, research and clerical work.

Interlibrary loans were being done.

The government grant was not renewed, but \$3,700 was received for 1965-1966 (Library Committee Minutes, 18 Oct 1965), and \$1,800 the next year (Library Committee Minutes, 17 Feb 1966).

The Library had two staff members; a third permanent staff member was necessary to make materials more accessible. There were seats for 68 people.

1966

The Library reached an agreement with Dalhousie's Macdonald Library whereby Dalhousie would do all the bibliographical work, book ordering and cataloguing; however, after a year, the plan was cancelled and King's hired a bibliographer to do its cataloguing. King's had no cataloguing reference materials of its own, so the bibliographer worked at Dalhousie, using the cataloguing tools there (Library Report, 1968-1969).

1966-1967 *Calendar*: Fines were 25¢/day on seven-day loans, and 50¢/day on three-day loans; overnight reserves had a late fee of 5¢/hour during Library open hours.

Mrs. Priest, the new Librarian, reported the need for clerical assistance and improved lighting.

The Board decided to appoint a part-time helper to the staff of the Library (Board minutes, 3 Nov 1966).

1967

Dalhousie cancelled its agreement to "execute the major technical functions for the Kings library," so the Library hired a bibliographer to do the work.

Lighting was renovated through a gift from the Alumni Association. More shelving was installed in storage areas. With Dalhousie's move into the new Killam Library, it was suggested that King's buy Dal's old shelving.

1968

Library begins budgeting ahead for the first time. "In the past there had been no firm budgeting of Library Funds out of the University's general resources, because Library Funds came largely from Government Grants to the University whose delivery contained a measure of uncertainty, but there was reason to believe that the matter of these Grants was so well established that it seemed probable that in future the Business Office would be able to make firm commitments of Library Funds in Advance" (Library Committee Minutes, 2 Apr 1968).

Students with \$1 or more in fines lost their borrowing privileges (Library Committee Minutes, 2 Apr 1968).

"The Operation of the Library" memo dated Apr 1968 referred to the annual grant from the Government of Province of Nova Scotia as \$4,150 (p.3).

1969

Circulation 1968-1969: 14,057; Books taken out: 8,420; Accessions: 2,009 (Board minutes. 29 Oct 1969)

According to "King's Library Book Purchase Fund – 1962 to 1969: Memorandum of 6 Jan 1970," the Library staff has always kept its own account books, though the methods have changed from time to time. The Business Office, or Bursar, had records for the Library Book Purchase Fund. The Bursar's records did not record how the money was distributed in the Library, only the flow in and out of the University. At the time of the report, there had been difficulties in reconciling the two sets of records: "the flow of communication between the Library Staff and the Business Office was too informal, tentative and incomplete to allow the records of the Library Staff and those of the Business Office to be reasonably reconciled" (p.2). The report points to the fact that the University budget did not allot a specific amount to the Library Book Purchase Fund, and furthermore, the Business Office did not notify the Library of the tentative amount nor did the Library ask for it. At the time, the Library sent invoices to the Business Office once a month to be paid. The Library was not informed whether the payment went through until they received the suppliers' statements a month later. During the early 1960s, and perhaps for some time before, the Library operated "on a cash basis by the Librarian" (p.4): the Librarian received a cheque from the Bursar, and the Librarian paid for purchases with his/her own cheques. The Library's books were not reconciled with the Bursar's. This system ended on 30 Jun 1965. From then until 30 Jun 1967, all transactions were done by the Bursar's office. The Book Purchase Fund was an account in the General University Books. The Librarian kept a book to allocate purchases between departments. This book was not reconciled with the Bursar's books. This system continued until the date of the report, except that the

Librarian started a set of double entry books. When there was an attempt to reconcile the Library's accounts with the Bursar's, the problems outlined in the report were discovered.

New regulations for student employees were instituted: they were no longer permitted to do their homework while working (Library Committee Minutes, 3 Apr 1969).

1970

Mary Lane replaced Myrtle Kent as Librarian (Board minutes. 28 Apr 1970)

The Library Committee is authorized to co-opt qualified people to advise on the care of rare volumes, valuable incunabula, and old records belonging to the University.

1971

Mary H. Lane was the cataloguer; Miss Holly Bell resigned in Jan 1971 and was replaced by Mrs. Leonard Simon, B.A.

Other rooms in the main building were used to house Library collections: books that did not circulate often were stored in basement stacks during the 1970s (Library Report, 1970-1971); the "old Faculty Room" on the second floor of main building was painted and cleaned for shelving in 1976-1977 (Library Report, 1976-1977) and was used as a closed stack room. The dumb waiter was used to move mail and books between the first, second and third floors.

Classification of most of the books had been revised to conform to the Library of Congress system (Library Report 1971-1972).

A report was submitted regarding which titles to give to the new Atlantic School of Theology Library (Oct 1972)

Archival sorting and preservation work was first reported in the early 1970s (Library Report 1971-1972; 1974-1975).

Mrs. Leonard Simon left and was replaced by Mr. Drake Petersen.

1973

Report dated 8 Nov 1973 recommended that future purchases of theological and religious books be maintained at a ratio of one-to-six with the other books, and that a panel be appointed to make recommendations.

When King's School of Divinity moved to the Atlantic School of Theology in the 1970s, the Library Committee wrote a report recommending that the entire 19th-century collection of Divinity books remain at King's. Books acquired after 1920 could be withdrawn if their subject matter was clearly Divinity, or after a committee appointed to consider the other books advised them to do so.

Board minutes 22 Nov 1973: "the recommendation of the Executive that King's continue to buy theological books in the proportion to other subject of 1:6"

1974

A King's Students' Union request that weekend hours led to the hours of 9 am-12 pm and 1 pm-5 pm on Saturdays, 2 pm-5 pm and 6 pm-10 pm on Sundays (Library Committee Minutes, Jan. 24, 1974)

Grant to Library: \$1,700; Library Budget 1974/1975: \$10,400; Library Salaries: \$25,000; Library General Expenses: \$2,000 (Board of Governors Minutes - University of King's College Budget 1974/1975)

Janet Hunt was Library Assistant, Drake Petersen cataloguer, Lois Miller secretary.

1975

1975-1976 *Calendar*:

Mon-Fri 9 am to 5 pm and 7-11 p.m.; Sat 9 am to 12 pm and 1-5 pm; Sun 2-5 pm and 6-10 pm

The Library made its own catalogue cards using a mimeograph machine instead of buying them from Dalhousie.

The old "Faculty Room" on the second floor of main building was painted and cleaned for

shelving; the closed stack room should take care of Library expansion for 20-25 years, using the dumb waiter to move mail and Library books from first to second and third floor.

A list of rare books with values was compiled for insurance purposes. Museum artifacts were being cleaned by the Nova Scotia museum (probably through the auspices of Marie Elwood). The Library was open to the general public.

1977

Report written re Library expansion (Aug 1977)

Board minutes 21 Jun 1977: Library Committee's report on Treasures: committee charged with investigating the incunabula, the real and financial value of rare books and china, for possible publicity purposes. They recommended the following: "(I) that the Executive authorize securing the services of Marie Elwood, Nova Scotia Museum, to catalogue the china and curios for more detailed and accurate record, which she would do as a service of the Museum. A student, or reliable person as an assistant, to be paid an amount agreed upon would be required also (ii) that the Executive Committee authorize the Committee to search for a competent appraiser (or appraisers, for one who knows incunabula may not know china) and invite him/her to estimate what it would cost to have an evaluation made, and report to the annual meeting in the fall"

Library budget: Books \$18,947; salaries \$26,730; misc. \$816.

1978

University's fiscal year-end changed to 30 Apr to conform with the Nova Scotia government's.

Marie Elwood completed cataloguing the Weldon China Collection.

Library budget: Books \$20,830; salaries \$29,400; miscellaneous \$1,200

1979

1978-1979 Library Report: 69,793 total holdings.

King's Bicentennial Campaign, also called the King's Tomorrow 200 Campaign, raised money specifically for the Library (Library Report, 1978-1979).

The Library took over the Haliburton Room (Library Committee Minutes, Jan. 8, 1979).

An anonymous gift of \$100,000 was received to be used towards Library Archives and Treasure Room facilities (Library Committee Minutes, 8 Jan 1979).

1980

Hours: Mon-Wed 9 am-5 pm and 6-11 pm; Thu 9 am-5 pm and 7:30-11 pm; Fri 9 am-5 pm; Sat 9 am-noon and -5 pm; Sun 2-5 pm and 7-11 pm.

Mary Lane resigned as Librarian; J. B. (Lois) Miller resigned; Mrs. Paulette [Ivan] Drisdelle hired; Patricia Chalmers was the summer assistant.

1981

Dr. Wayne Hankey appointed Librarian; he was appointed Acting Librarian on 1 Nov 1981 and University Librarian on 1 Jul 1982. He was an academic instead of a professional librarian, but a trained librarian was hired as his assistant. Part-time professional librarian Ms. Patricia Sarratt. Assistant during search was Barry Cahill.

Dr. Henry Roper arranged archival records, assisted by Jonathan Eayrs and Mrs. Sandra Haycock.

Mrs. Jean Humphreys, secretary to FYP and the Deans, did the Library's bookkeeping.

King's author-title cards were added to Dalhousie's Killam Library's card catalogue to increase accessibility; long-term plans were undertaken to work with other libraries

Reading Room changed to be more useful to FYP students.

1982

Dr. Henry Roper, student Jonathan Eayrs and Mrs. Sandra Haycock worked on archival materials (Library Report 1981-1982)

Board of Governors Minute Book 30 Apr 1982 attachment:

Library investment income 1981 \$2,694; 1982 \$2,691; grants to Library to purchase books 1981 \$22,132; 1982 \$25,295; amount spent on Library books 1981 \$24,826; 1982 \$27,985; estimated value of the Library books for insurance purposes was \$1,050,000; gifts and trusts to Library 1981 \$2,343; 1982 \$591

Mr. Hazen raised the question of the appointment of a part-time professional Librarian, which, according to the Librarian's report, was made on 28 Apr 1982 but was not brought to the attention of the Board. He, Dr. Crocker and Mr. Irvine questioned whether this arrangement would result in a financial saving to the college. The President replied that staff appointments, as opposed to academic appointments, were always made by the President without reference to the Board and that the new arrangement of a part-time academic Librarian and a part-time professional Assistant meets the objectives of the Library Committee to have an academic and a professional assistant and is less expensive than the previous arrangement. Mr. George Cooper remarked that it had been his impression of the thread of the discussion of the June Board meeting that Dr. Hankey would be assisted by professional help. Dr. Chard noted that in many universities, professional librarians are considered as members of faculty. The President replied that in this case, the distinction was not between professional and non-professional but between full and part time appointments. Mrs. Lane, for example, had been a member of Faculty. Mr. Fisher asked how much of the time of the present Librarian was spent upon his Library duties. The President replied that it was his impression that the Librarian spent his mornings in the Library. Ms. Barker stated that although she had no doubt that there had been no intention to deceive, there was a matter of principle at issue. Was the Board getting the information it needed. She was concerned about whether the Library would have the professional help it needed. The President replied by stating that the whole point of getting an academic to serve as Librarian was to enable an examination of the nature of the position to take place. In his opinion, the acquisitions policy had acquired a greater degree of rationality and that relations with Dalhousie had improved.; King's holdings were again being included in the Dalhousie catalogue. In addition, better co-ordination between the resources of the Library and the School of Journalism had been achieved (Board of Governors Minute Book 1 Dec 1982).

1983

Paulette Drisdelle was a part-time secretary.

A lecture was given to introduce the Library to students.

1984

Treasure Room preparations in progress

Jane Trimble was Assistant Librarian for special projects. She became a member of the faculty.

1984-1985 *Calendar*: Hours Mon-Fri 9 am to 5 pm; Mon, Tue, Thu, Fri 6-11 pm; Wed 7:30-11 pm; Sat 9 am to noon, 1-5 pm; Sun 2-5 pm, 7-11 pm.

Fines raised from 25¢ to 50¢. Loan period became two weeks, journals circulated for one week

Board of Governors' Finance Committee approved expenditure of up to \$10,000 to the Core Group (architects) toward renovations to the Library-Treasure Room.⁶²

The Librarian said that a new building was needed, not just renovations.

1985

By the mid-1980s, the need for a new building became urgent. The two upper floors of the main building were not built to carry the heavy weight of the books. More stacks were added to the basement, and books were moved to the Smith Library in Alexandra Hall (Library Report, 1985-1986).

⁶² Minutes of 21 Jun 1984.

1985-1986 *Calendar*: The library collection now has over 75,000 volumes (p.11); Rare Books and Special Collections exceeds 15,000 volumes (p.11); 25% of the accessions budget and 20% of the operating funds are supplied by endowment income

Board of Governors Minute Book. "Balance Sheet, 31 Mar 1985" listed the Library assets as Library books: \$389,946 (1984), \$422,724 (1985)

1986

Janet Hunt retired.

Janet Hathaway was one of two summer assistants

Faculty minutes: Jan 1986 Library Committee Report: Present Library Space: approx. 10,000 feet, of which 6,000 are on the 3rd floor, 3,000 on the second, and 1,000 in the basement.

New Library will require max. 19,400 square feet, with an estimate of 15,000 to 18,000 if certain calculations are modified, and 12,500 if existing space can be renovated. Breakdown: 9,000 sq. ft. for book collection, 3,300 sq. ft. for staff and student space, 2,000 sq. ft. for reading room, 600 sq. ft. for display space, and 4,500 sq. ft. for service space (i.e. washrooms, lobby, etc.).

(The above figures were later increased to an estimation of 21,820 sq. ft. upon Jane Trimble's analysis).

Decisions for major purchases must be taken to faculty committee for the Library 1986-87.

1986-1987 *Calendar* listed Library staff as: Librarian - Rev. Prof. Wayne Hankey; Assist. Librarian (operations) - Janet Hunt; Assist. Librarian (Special Projects) - Jane Trimble; Cataloguer - Drake Petersen; Secretary - Paulette Drisdelle.

Board of Governors Minute Book. Budget 1986-1987: \$136,680. Notes of to financial statements (continued) [on the] year ended 31 Mar, 1986: "during the period 1940 to 1965 it was the policy of the University not to record the cost of Library books in the Property and Equipment Fund. The amount of \$469,458 represents costs prior to 1940 and additions subsequent to 1965. Donated books are not recorded in the Property and Equipment Fund."

Details of Income - Gifts and Trusts to the Library: \$4,394

Faculty Minutes, 27 May 1986, contain discussion of different space options. Three plans were considered for a separate accommodation (Sykes, Beer, Kirby). The college has, to this date, spent \$40,000 on preliminaries. Proposed cost of building: \$2,050,000

1987

Faculty Minutes. 17 Feb 1987: Debate between Plan A and Plan B for the Library. Professors Starnes and Roper favored Plan A, as did Dr. Hankey since, as the Librarian, it was the more aesthetically pleasing and functional option. Profs. Wiseman, Atherton and Dawson voted in favour of Plan B and the "closed quad" aesthetic. Plan A was voted for by the Faculty.

Board minutes. 27 Mar 1987: Library Committee reported on the relationship between the Library and the Atlantic School of Theology in terms of monetary commitments. Dr. Godfrey noted that the aim of the Faculty Building Committee is to complete the Library as a bicentennial project in 1989. From the "Report of the Committee Considering Library Funding": "1) beginning fiscal year '87-'88, the support of the King's College library from the Divinity Endowment Income be expressed as a percentage of that income rather than as a percentage of the library budget. 2) the percentage fixed for 1987-88 be 45% of the Divinity portion of the Endowment Income and that this percentage be reduced by 5% in each of the succeeding 5 fiscal years until the percentage in 1992-1993 is 20%"

Board minutes 18 Jun 1987: "Since 1982, thirteen separate attempts have been made to fit the library into the existing buildings and it has now been determined that this cannot be done without harming other features of the university – the residence, the Foundation Year Programme, etc."

It was deemed that the best option would be the construction of a building, at a maximum of 16,000 square feet, at the open end of the quad. The size would be big enough to house the Library's 75,000 volumes and would allow for twenty years of growth. It would provide seating for 150 students.

Dr. Hankey pointed out that King's had 18,000 volumes regarded as treasures that would need to be properly preserved. He said that there was money in the past fifteen years donated specifically for the

purposes of preserving these treasures.

Miss M. Elaine Galey replaced Janet Hunt and began implementing computer infrastructure in conjunction with Jane Trimble, Assistant Librarian for special projects.

Integration with Novanet was planned.

A subject index was created.

Temperature and humidity controls were put into the basement stacks.

1988

Jane Trimble was Assistant Librarian for Special Projects from 1983-1988.

Elaine Galey was hired as Assistant Librarian (Operations).

Hours during 1988-1989 academic year: Mon, Tue and Thu 9 am-5 pm and 6-11 pm; Wed 9 am-5 pm and 7:30-11 pm; Fri 9 am-5 pm and 6-9 pm; Sat 9 am-12 noon, 1-5 and 7-9 pm; Sun 2-5 and 7-11 pm

Discussion with a consultant concerning best way for the new King's Library to complement the joint Dalhousie-King's library system (Board minutes, 17 Jun 1988)

Project Manager and Development Officer would be accommodated in Alexandra Hall.

According to the Library Construction Committee, a sewer line for Dalhousie will have to be constructed in a new location once the new Library is built (Board minutes, 3 Nov 1988).

Initial construction timeline attached for pre-building (i.e., from the start of working drawings to awarding of the construction contract).

Grant of \$840,000.00 from the Federal Department of Communications (Heritage Division) is forthcoming.

Student referendum had been conducted with 90% of the student body in favour of dedicating \$8.00/student/year over the four year construction period for Library campaign.

Board minutes 22 Nov 1988: Steering Committee for Library: Chairman of the Board, President, Chairmen of the two sub-committees (design and concept, and campaign structure) - Dr. Angus Johnston, Mr. Don McVicar; Library Construction Committee: Dr. Angus Johnston, Prof. Bruce Archibald, Mr. John Alward, Ms. Mary Barker, Prof. Ian Wiseman, Dr. Torrance Kirby, Dr. Wayne Hankey, Mr. Frank Harrington, Dr. Marion Fry; Library Fund-Raising Planning Group: Mr. Allan Conrod, Mr. Don McVicar, Mr. George Cooper, Dr. Henry Roper, Dr. Leslie Jaeger, Mrs. Bev Miller, Dr. Marion Fry, Mr. Peter McLellan

Computerization of book catalogue began; Library joined Novanet consortium of Nova Scotia academic libraries

Tattletape implemented as deterrent against theft of books

Staff members were given identification cards.

1989

Positions of Assistant Librarian for Systems and Assistant Librarian for Collections were created.

Library no longer closed during supertime starting fall of 1989 (Library Report, 1989-1990).

Library has over 78,000 volumes (1989-1990 *Calendar*)

Patricia Chalmers promoted to Assistant Librarian.

Board minutes. 31 Mar 1989: Notes on Financial Statements: Library Expansion: "The University of King's College Bi-Centennial Campaign commenced during the 1989 fiscal year. Funds raised by the campaign will be used to construct a new library and renovate existing facilities, the total estimated cost being \$6 million. They will also be used to create an endowment fund which will provide income to operate the library. Additional funding for the capital expansion will be provided by the Province of Nova Scotia in the form of a loan with provision whereby annual sinking fund payments will be provided by the Province to fully repay the debt."

During the 1989 fiscal year, an amount of \$350,497 was transferred to the Bi-Centennial Campaign out of the Designated and General Fund for Library construction costs.

Duffus Romans Kundzins Rounsefell Architects Limited proposed construction schedule (extensive)

presented, with the start and end dates for major renovations being listed as 1 May and 1 Sep 1991 (Board minutes, 10 May 1989).

Report from the Financial Committee (Board minutes, 1 Jun 1989): "Mr. Staples asked why the Librarian had cut \$10,000.00 from the book budget and whether this cut was in funds for divinity books or for Arts and Science. If it were for divinity books then the money saved should go for divinity purposes. He also questioned whether books were being bought from divinity funds which were not for divinity purposes. Caroline Irvine noted that cutting funds for Arts and Science books would be irresponsible since the students need these and if it were being cut from Divinity funds, the money should be diverted to other divinity purposes. Mr. Conrod responded that this cut would not be detrimental in the long-term since the students can make use of the Dalhousie libraries in the meantime in addition to the King's library. Dr. Fry responded that detailed consultations have taken place between King's and AST concerning acquisitions policy...she noted further that the cut in the book budget was not forced but voluntary...Dr. Johnston added that cutting back was useful this year so that library staff could concentrate on the move rather than some regular duties"

Board minutes 22 Nov 1989 reported that the Library project was under budget

Balance (Board Minute Book v. 20) listed the following amounts for the Library under the Property and Equipment Fund: (for books) 1988: \$505, 275; 1989: \$542,092
Under Expenses: 1988: \$141,790; 1989: \$149,183

1990

The new Library was built with permanent exhibition space (Library Report, 1990-1991). Its official opening was held on 14 May 1991.

Board minutes, 22 Nov 1990: Library expected to be completed by April with the hope that the official opening takes place around Encaenia. Two problems remained to be dealt with: accessibility and "greening" of the quad. There is a prospect of the government providing additional funds for the purpose of accessibility. The King's Heritage Society will assist in providing historical landscaping to the area surrounding the Library. They placed an application for a grant from the government of Canada that, if granted, would cover approx. 25% of the estimated \$250,000 cost of the project.

Total estimated cost of the Library and renovations is \$1 million. Funding received from the Province of Nova Scotia, the funds from the Bi-Centennial Campaign, and from Communications Canada through a Cultural Initiative Program.

Board minutes, 1 Jun 1990: Dr. Angus Johnston provided information on Novanet, saying that all Nova Scotia universities would probably join eventually and that the system was really necessary for on-going research, so King's should consider joining immediately.

Existing Library space was intended for use as academic space. It was hoped that the books would be moved into the new Library by January, and the Library opened by the end of March.

Upon the new library's opening, more students were hired, and grants were obtained to hire students in summer. New books had been overlooked and need attention. Exhibitions, permanent exhibitions in the Library

1991

1991-1992 Library Report: circa 92,000 volumes in the library.

The 1991-1992 *Calendar* claimed 85,000 books, and offered a description of the new library building: "for the first fifty years in Halifax, the Library occupied floors in the King's main building. In 1989, as its Bicentennial project, the College began construction of a 23,000 square foot Library building. The neo-Classical edifice of two storeys completes the King's quadrangle by closing its fourth side" (p.12). The *calendar* described the layout of the new Library, including the Alumni Reading Room, the Treasure Room, the Gallery, Stacks, and audio-visual facilities. According to the calendar, two-thirds of the cost of the Library was funded by the Department of Higher Education of the Government of Nova Scotia, the Department of Communications of the Gov. of Canada contributed \$840,000 for the preservation and display of artifacts, and the Bicentennial Campaign provided the rest.

There were over 25,000 volumes in Rare Books and Special Collections.

Capital costs for joining Novanet was \$15,000.00 with a cost of \$5,000.00 for terminals and equipment and annual operating costs of \$11,000.00 (Board minutes, 23 May 1991)

The University Archives was established in 1991, after the opening of the new Library building. The original collection consisted of about 10 linear metres of University records, with a typed file list.

Executive Committee meeting minutes 2 May 1991: Mr. Cobden asked about the appointment of Mr. Petersen as Acting Librarian, questioning what role Ms. Patricia Chalmers, Assistant Librarian, would play. Dr. Fry replied that Ms. Chalmers would continue in her usual duties and that Mr. Petersen, with much longer experience on the Library staff and considerable knowledge of the relations between the King's and Dalhousie collections policies and of Novanet, would serve as Acting Librarian.

1992

Report of the Acting Librarian, Henry Drake Petersen, 1991-1992: New services: users are free to browse the stacks; the Library subscribed to several newspapers; a public photocopier and microfilm reader were installed and two audio-visual rooms were available

A grant was received to arrange and describe archival records

Circulation changes. Novanet. three week lending rate (previously two) and new fines policy. marks and degrees still withheld. reserves being done. interlibrary loans done.

Library was granted \$10,000 from the Canadian Council of Archives to hire a person on contract to put the archives in order (Board minutes, 27 Feb 1992).

Library received two federal "SEED" grants in order to hire students to be trained to put circulating holdings in machine-readable form (Board minutes, 7 May 1992).

Faculty minutes, 28 Apr 1992: Mr. Petersen reported that the Library and Archives Committee had met and was drafting policies for establishing and managing archives as King's. Formal recommendations from the Committee were expected in the fall. The following is a condensed summary of that report: Departments and units within the University will be asked to itemize material and regularly deposit it in the archives; the Librarian will recommend to the Committee what material should be accepted; arrangement of the materials will begin over the summer subsequent to the hiring of personnel for that purpose; the Library and Archives Committee will be responsible for the overall administration of the Archives, with the Librarian responsible for enforcing policies.

Faculty minutes, 22 Oct 1992: Library & Archives Committee consisted of Dr. Boos, Ms. Chalmers, Prof. Daly, Mr. Petersen, Prof. Steffen, Dr. Wiemer

Nomination for Dr. Hankey's reappointment as Librarian for a five-year term from 1 Jul 1993 to 30 Jun 30, 1998 on the recommendation of an advisory committee consisting of Dr. Detlev Steffen, Dr. Kathleen Jaeger, and Mr. Drake Petersen. Prof. Cobden argued against the appointment, asking what the role of Librarian was at King's. During Hankey's second term his duties were dominated by the building project, though generally the position has been one of leadership, held by an academic, since the Library is an academic unit and so requires expertise beyond the capability of professional librarians. Prof. Cobden argued that under Dr. Hankey's leadership, the Library had not given good service to the students in the School of Journalism and that the Acting Librarian, Drake Petersen, had done a much better job co-operating with the Journalism School. Mrs. Fraser also opposed Dr. Hankey's appointment, noting that it was time for the Librarian to be a professional; others expressed similar opinions for or against Dr. Hankey's reappointment. The motion to reappoint Dr. Hankey and the motion to refer the appointment were then withdrawn. The Librarian's honorarium was \$5,000 (Board minutes, 19 Nov 1992).

Faculty Minutes, 2 Dec 1992: Presidential Advisory Committee on the Librarian consisting of Prof. Jaeger, Prof. Steffen, and Mr. Petersen, was appointed to question the reappointment of Dr. Hankey as Librarian. The Committee recommended his reappointment. A Faculty Committee was assembled to re-evaluate this recommendation; the committee consisted of members from the four constituencies of King's and the Acting Librarian, including Prof. Kierans, Prof. Roper, Prof. Daly, Prof. Crouse, Prof. Kussmaul, and Drake Petersen as a non-voting member.

Collections Policy, undated (found with 1992 Faculty Minutes): Four major aims: Co-ordinate

holdings with other libraries in Halifax; ensure a collection that supports the studies of students in the Humanities (agreement and consultation with the Killam Library govern the acquisitions policy in the area of the Humanities); develop holdings that support the work of undergraduate programmes unique to King's; provide adequate housing and conservation facilities for the entire rare book collection. The library collects in the following classifications: FYP, Journalism, rare books and archival material, classics, English literature, history, philosophy, theology, general, reference, standing orders and serials.

1993

Library Committee Report, 17 Feb 1993: The committee met seven times; decided that the work of the Librarian is primarily administrative; duties of the librarian include supervision, planning, preparing reports, working as a liaison on various committees, monitoring expenditures, reviewing purchases.

Board of Governors Minute Book. Proposed Operating Budget 1993-1994: The library budget is increased by 16%, including a salary provision for a part-time librarian, step increases for library staff, a \$4,210 increase in book acquisitions and \$1,300 in additional operating expenses.

Annual Fund Report Apr 1, 1993-Mar 31, 1994: \$1,070 to library

Board minutes, 6 May 1993: Committee, chaired by Dr. Roper, examined the job description of the Librarian. The recommendation was for a part-time Librarian who is either an academic or a professional.

Faculty Minutes, 18 Jan 1993: Interim report of the ad hoc committee of the position of the librarian (Prof. Roper, chair; Prof. Daly, Secretary): In preliminary meetings the committee met with the Acting Librarian, student representatives, and library staff. Individual faculty members were also invited to submit written opinions.

Faculty minutes, 2 Mar 1993: The committee made the following recommendations: that the position of the Librarian be established as comprising one-half of a regular full-time workload; that a search committee be struck to fill the position of Librarian with candidates who have either academic or librarian qualifications, or both. Acceptable candidates must "be committed to the objectives of the various programs offered at King's, must be aware of and sympathetic to the history and nature of existing Library Collections, and have, or be willing to obtain, knowledge of library technology and administration."

Board of Governors' Executive Committee minute 93:14, 6 May 1993 - Librarian's position: President Fry reported that a committee chaired by Dr. Roper had been struck to examine the job description of the Librarian. Faculty, Library staff and other interested parties were interviewed and the 1981 job was reviewed.

1994

Gillian Bond (Library Assistant, Reference/Public Services), added to staff

Faculty minutes, 6 May 1994: Library Collections Policy (correspondence between Drake Petersen and the Faculty): There are currently CSP, FYP and Journalism collections policies. There is also a collection policy in association with the Anglican Studies Collection which is supported exclusively by endowment income. Additionally, three other collections policies were in progress: Early Christian and Medieval Theology, Literature, and History.

Library and Archives Committee 1994-1995: Dr. Boos (chair), Ms. Chalmers, MS. Edwards, Prof. Daly, Mr. Petersen, Prof. Steffen: Reported that it was expected that the Librarian would withdraw 10,000 volumes from the collections upon his review in the next two years. This weeding would make space available for the next 10 years. The Librarian also undertook the first Year End Collection Review of books, serials, audio-visual equipment etc. King's will extend its collection of 19th and 20th century German philosophy and (in conjunction with Dalhousie) the history of science and technology. It was discussed that difficult financial times lay ahead.

Library Staff: Patricia Chalmers, Gillian Bond, Drake Petersen, Paulette Drisdelle, Elaine Galey (from Faculty Minutes faculty list)

1995

The 1995-1996 *Calendar* listed Gillian Frances-Barlow as Assistant Librarian (Reference) and Elaine Galey was listed under the title of Circulation.

1996

The 1996-1997 *Calendar* no longer listed a reference librarian position. Janet Hathaway was added to the staff as Assistant Archivist. Secretary Paulette Drisdelle's job title included Serials/Acquisitions.

The Board of Governors minute of 15 Feb 1996 recorded that the Librarian's position was defined as half time Librarian and half Cataloguer; Drake Petersen was reappointed as Librarian for another five-year term.

1998

Elaine MacInnis was head of circulation.

Report of the Librarian, 1998-1999: Steel doors replaced the wooden doors at the front entrance and south side of the building. Eighty captain's chairs were purchased to replace chairs that were beyond repair. All student computers on the lower floor were replaced with Pentium 200 computers.

Novanet implemented Return Anywhere and Renew Anywhere policies for patrons' convenience. The on-line public catalogue was converted to a web-based system.

The Library's collection policies were revised and updated, redrafted in the format recommended by Novanet's Sub-Committee on Collection Development. The policies were revised to accommodate the proposed programmes in Early Modern Studies and the History of Science and Technology. A report was prepared outlining library support for the Contemporary Studies Programme.

Weeding of the literature collection was completed and withdrawn volumes were offered to other N.S. universities. A significant number of those books were requested and sent to the Atlantic School of Theology, Dalhousie University, Saint Francis Xavier University, Saint Mary's University and the University College of Cape Breton. Those not requested were sent to the Canadian Book Exchange Centre in Ottawa.

During the summer of 1998 all of the books in science, technology and related subject areas in the special collections were catalogued and added to the Novanet database.

Library Budget 1998-1999: Salaries/Administration \$164,179; Student Employment \$23,700; Books and Serials \$68,000; Other (Archives, binding, Novanet, supplies, etc.) \$39,800

1999

Faculty minutes. Library Collections Policy Report, 9 Mar 1999: Revised collections policy rewritten in Novanet format, to be approved by Faculty. Since Feb 1994 the library has been building a core collection to support the history of science component of CSP. There is anticipation by the Librarian that within the next 5 years the collections policy will have to be reviewed again once the new upper-year programmes are finalized.

Faculty Minutes. Library and Archives Committee Report, Fall 1999: Proposed increase in the budget of \$20,000 for books and serials to develop a core collection for EMSP.

2000

From the Librarian's report: The implementation of the Early Modern Studies Programme at Kings in the fall of 1999 was complemented in the Library by an allocation of \$20,000 to build collections in support of the EMS Programme.

The special collections of the Library were regularly used for teaching purposes.

This year 8 lectures were given to various groups of students in the committee room. Dr. Marie Elwood spoke to 2 classes from NSCAD taking a course in ceramics, during which specimens from the Weldon Collection of Pottery and Porcelain were examined and discussed. Patricia Chalmers gave a total of 6 lectures to classes from NSCAD, NSCC, Dalhousie and Kings, at the request of individual instructors and, in one instance, at the request of students from the Kings Medieval Society. Miss Chalmers lectured

on several topics, including the history of the book and the book arts, the history of scientific illustration, bookbinding and medieval and renaissance manuscripts. On each occasion examples from the rare book or manuscript collections of the Library were used to illustrate the presentations.

On 30 Nov 1999, Roch Carrier, the newly appointed National Librarian of Canada, was given a tour of the Kings Library. Kings was selected as one of only two university libraries in Nova Scotia to be visited by Mr. Carrier on his first official trip to the Province.

Paulette Coolen became the head of Serials/Acquisitions and secretary.

2001

From the Report of the Librarian: 82% of the Library's materials budget was utilized to purchase resources for the collections that support the teaching curriculum. A further 7% of the same budget was used to support the subject area of early Christian and medieval philosophy, which is maintained at King's by a joint collections agreement with Dalhousie University.

The academic resources required by King's students taking courses at Dalhousie University are increasingly only available at the Killam Library.

ASIN library card introduced, which enables students and faculty to borrow books in person from any university libraries in the Atlantic Provinces.

Last year the university libraries of the Atlantic Provinces spent an average of 25% of their materials budgets on books and 75% on serials and other electronic data bases. For the same period the King's Library spent 75% of its materials budget on books and 25% on serials and other electronic databases.

Dalhousie libraries annually spend about four million dollars on serials and electronic data bases, serials and electronic data bases which the King's Library need not even attempt to duplicate. For this reason the King's Library has the relative freedom to develop its collections along more traditional lines.

Members of the Library and Archives Committee in 2001-2002 were Prof. Eugene Meese, Prof. Fierlbeck, Prof. Tom Curran, Patricia Chalmers, Prof. Wayne Hankey and Drake Petersen.

2002

From the Librarian's Report: The public catalogue, containing author, title and subject cards, was dismantled and replaced by a long table constructed by the Maintenance Department in large part from the pieces of the public catalogue itself. At the same time another computer hub was installed in the Library to enable the addition of 10 new computer ports in the building.

The Librarian reaffirmed his commitment to printed texts over electronic resources.

An oil portrait by Sir John Everett Millais of former President Herbert Lavallin Puxley and his daughter, Molly, was received by the Library and deposited in the University Archives.

The University Archives continued to receive deposits of official University records and also a great deal of university related materials from King's societies, departments, etc. However, there were over 150 linear meters of unprocessed materials on the shelves and floors of the University Archives. The present staffing of the Archives is wholly inadequate to even begin to address, let alone reduce, the backlog of materials.

During a torrential rainstorm on 31 Mar 2002 one of the sump pumps in the exterior stairwell on the lower floor of the Library ceased to operate. The water in the stairwell rose and flooded onto half of the lower floor, including those areas housing the special collections and University Archives. In some places the water was several centimeters deep. The Library was cleared of patrons and the building closed. A real disaster was prevented only by the swift and prodigious efforts of the staff of the Maintenance Department and Sodexo personnel. Pumps of various kinds were quickly brought in and a long and laborious and painstaking cleanup was undertaken. When the water on the floors was removed by various means, dehumidifiers were rented and put in place for a full day to reduce the accumulated humidity in the air throughout the building. The Library reopened at noon of the next day, 1 Apr. No books or archival materials were damaged.

From Aug 2002-Apr 2003, Elaine MacInnis, Head of Circulation, was on maternity leave. During

her absence, Susan Cannon, Assistant to the Head of Access Services at Saint Mary's University, was seconded to run Circulation. The secondment arranged between King's and Saint Mary's was the first of its kind among the institutional members of the Novanet consortium.

Corporate Research Associates conducted a Student and Alumni Survey during which some 300 King's students and recent graduates were interviewed. The Library scored a 92% approval rating (either "excellent" or "very good") in the Survey.

2003

Correspondence from the President to Faculty and Staff 10 Nov 2003: Additional student support staff were hired to restore normal library hours, with an added cost of about \$4,500/ year.

2004

Librarian's Report: NetID's were established for all King's students, faculty and staff by Dalhousie University; a NetID enables remote access to most of the thousands of online journals and databases in the Dalhousie University Libraries' system.

Patricia Chalmers provided instruction to FYP students about finding and utilizing resources for writing research papers; Elaine MacInnis annually gives a class to the one year BJ students, familiarizing them with those bibliographic resources dealing particularly with journalism. Patricia Chalmers also speaks to various King's classes about the history of the book and the book arts; the sessions are given in the Library's Committee Room where samples of both manuscripts and printed books are examined.

Conservation, preservation and restoration of the Rare Book Collection was designated as a priority. The Library is in the third of a five-year project to restore selected volumes relating particularly to the history of science and technology. Every year some 25 volumes are sent to a local book conservator who repairs the bindings so that the books may be consulted without doing further damage.

A local paper conservator is systematically relaxing the brittle Andrew Cobb blueprints and placing them between Mylar sheets for convenient storage and retrieval in the Archives.

An inventory of college artifacts, including furniture and many other items, was undertaken this year. Dr. Marie Elwood, former Curator of History at the Nova Scotia Museum and Ms. Sheila Yeoman, Collections Assistant, Nova Scotia Museum, Heritage Division were contracted to photograph and describe artifacts in the President's Lodge, the Chapel, the Board Room, the Dean's suite in Alexandra Hall and scores of items in the University Archives. The project will produce an inventory of significant college artifacts, which will be instrumental in managing, controlling and preserving those artifacts which represent the history and heritage of the University.

Faculty minutes, 17 Feb 2004: Dr. Hankey noted the inadequacy of the library collection, specifically in foreign language books, and blamed this on severe budget cuts.

The library spent approx. \$110/student (overall Collection budget being \$110,000), which is much less than other Universities.

2005

Report of the Librarian: The library was open 79 hours per week during the academic year and 40 hours per week from May through August. Reference services were available for 25 hours per week (noon to 5 pm, Monday to Friday). There were 500-600 items on course reserve. There were 13 public computers for study and research, including eight for word processing, email and internet access. The books in the Library's Special Collections could be consulted on weekdays between 9am and 5pm. The University Archives contained about 500 linear meters of both official and unofficial University records. Archival material was available to researchers and others by appointment only.

Maintenance staff undertook several extensive projects: the Reading Room, upper hallway, and many walls on the lower floor were painted; wooden floors were stripped and refinished; exterior windows were painted as well. The display cases in the McCain Gallery on the lower floor were fitted with alarm devices. Novacos cleaning staff stripped and waxed the linoleum floors. The building was closed from Jun 20-24 in order to facilitate the completion of these projects.

Portions of the parapet along the top of the exterior walls of the Library were replaced by a subcontractor. For several years sections of the parapet has been noticeably deteriorating. One section had already been replaced.

Former King's President J. Graham Morgan, upon retiring from the Sociology Department of Dalhousie University, offered to donate to King's those books from his personal library that would complement the Library's collection. After review and analysis by library staff some 94 volumes of Dr. Morgan's books were added to the King's Library.

Two collections of rare books were donated to the Library. President William Barker gave 25 first and early editions of the works of Elizabeth Barrett Browning and Robert Browning, as well as some rare pamphlets. Peter Andrewes, a former member of the Board of Governors, gave a collection of 12 early printings and later critical editions of Lancelot Andrewes, together with other volumes of related Anglican theology and an early Italian edition (1539) of Herodotus.

Calligrapher Fran Ornstein and bookbinder Ruth Legge were commissioned to produce of two hand-bound volumes to be used as the new Matricula for the University. The two volumes were designed as replicas of the original Matricula of 1802.

Six linear metres of inactive Library files were deposited in the Archives. The Assistant Archivist created a library records fonds and series, which were used as the basis for organizing those files, along with all the other inactive library files in the Archives. The sorting and arranging of the files, as well as the compilation of a finding aid, was undertaken by Tasya Tymczyszyn, under the direction of the Assistant Archivist.

2007

Report of the Librarian: The circulation of books exceeded 25,000 volumes for the first time. When King's joined the Novanet consortium in 1991 the circulation of books was around 5,000 volumes per year.

Paper conservator Julia Landry relaxed the King's Grant of Arms and transferred it and the seals attached to it to a storage/display box constructed by bookbinder Joe Landry. Julia Landry also conserved and encapsulated 92 Andrew Cobb blueprints of King's buildings; this virtually completed the project. Ann Maheux, a conservator at the National Gallery, Ottawa, completed extensive restoration work on a pastel portrait of Mrs. Nesbitt (c.1775) by Richard Bulkeley, Provincial Secretary of Nova Scotia. Ruth Legge did major conservation work on the 1803 Matricula and constructed a storage box for it. Conservator Kellie McIvor cleaned an early 19th century marble statue of Niobe. As well, the three most recent Board of Governors minute books in the Archives were microfilmed at NSARM under the auspices of a Council of Nova Scotia Archives (CNSA) project.

Calligrapher Fran Ornstein inscribed names of the some 300 new King's students in the Matricula, preparatory to the signing ceremony in the Chapel after the Matriculation Service in October.

In July, Janet Hathaway began working under the terms of a new contract which resulted in her increased visibility and accessibility to University personnel, as well as to archives patrons. An overall plan was developed to deal with the extensive backlog of archival material. Priority was given to the organization of those records which go back 50 or even 100 years or more, especially to the records of those student societies which began in the 19th or early 20th century and remain active.

Claire Boudreau, Chief Herald of Canada, confirmed in Sep 2007 that the Armorial Bearings of the University of King's College, Halifax, Nova Scotia, as granted by the Garter King of Arms and his fellow Kings of Arms by Letters Patent dated 20 Feb 1964, had been duly registered.

In the fall of 2007 the contents of the Treasure Room were reorganized. Up to that time the Archives and Special Collections were interspersed throughout the Treasure Room. Over several weeks all of the holdings in the Archives were moved to the north end of that room and all of the books in the Special Collections were transferred to the south end of it. They now form discrete and visibly separate entities.

Archives acquired an extensive collection of photographs from the Advancement Office. The

contents of 11 boxes were deposited, comprising some 5,000 photographs (5.5 linear meters) of King's events, which were taken over the past 30 years.

2008

Librarian Drake Petersen consulted Library architect Roy Willwerth and submitted a proposal to the President to build an extension on the Library at an estimated cost of \$850,000.

Report of the Librarian: There were 170 empty shelves in the open stacks of the Library out of a total of 2465 shelves, bringing the Library to 93% capacity. Every year an additional 45-50 shelves were required for new acquisitions.

Jonathan Butler and Megan Dean, students, and Matthew Kennedy, alumnus, worked part-time on the rare book conversion project: over 400 folios were catalogued and added to the Novanet database, leaving 300 to be added to Novanet.

Paper conservator Julia Landry conserved and inserted 111 Andrew Cobb blueprints of King's buildings (c.1928-1929) into Mylar sleeves, completing that project. Ruth Legge conserved and repaired 11 volumes from the rare book collection and was also commissioned to make two leather-bound volumes for guests to sign when attending a tea and tour of the Archives. Conservator Kellie McIvor cleaned and repaired two small early 19th century statues, one of Aeschines, an Athenian orator, the other of Moses.

The Archives received a 1910 watercolour of the main building on the Windsor campus by M.A. English. The painting was donated by Harry Ainsworth of Annapolis Royal, NS in November 2007. Julia Landry of Leaf by Leaf Book & Paper Conservation undertook conservation of the painting.

Budget cuts caused a reduction in the number of hours for student assistants, resulting in the Library closing on Saturdays for the first two months of the fall term in 2008.

2009

Due to budget cuts, University Librarian & Archivist Drake Petersen refused to provide Library support for any new course proposals from King's programmes. Because the assurance of Library support is required for course approval, this hindered the creation of new King's courses.

2010

University Librarian & Archivist lifted his moratorium on Library support for new course proposals.

The previous year's Saturday closure of the Library caused concern and dismay in many quarters. In order to remedy the situation, a request for a budget variance (increase) of \$2,000 for student employment was submitted to the President and subsequently approved. Additional students were hired and trained; in Jan 2010, the Library resumed normal hours of operation on Saturdays.

The Librarian warned of the increased cost that would result if the King's library was required to pay a portion of Dalhousie's electronic resources budget.

According to statistics supplied by Novanet, King's had a higher percentage of its Library collection in annual circulation (39%) than any other library in the consortium; the average circulation rate for all members of Novanet was 17%.

The Library began participating in Live Help, an online chat-based reference service set up and administered by the Novanet consortium. Tasya Tymczyszyn, Evening Supervisor, covered a two-hour shift each week on the virtual Live Help reference desk from her computer in the Library.

Conservator John Thomson cleaned portraits of Presidents Puxley, Smith, Morgan and Godfrey of fly specks and other environmental damage accumulated during the years they were displayed in Prince Hall.

Alumna Jane Neish and student Gregory Slack arranged and described the Owsley Robert Rowley Anglican Episcopal correspondence collection, and student Karolina Siadaczka arranged and described the University of King's College Registrar's Office fonds.

The University Librarian & Archivist hosted 20 Tuesday afternoon teas in the Library Committee Room, to which he invited King's students, staff, faculty and other guests. The teas were often followed by a 15-minute tour of the Archives. The teas became so popular, however, that after 16 students crowded

into the Committee Room for a tea in November, the Librarian decided to abandon the practice of announcing to everyone in the Reading Room that tea was being served and instead he randomly distributed invitations to six people who happened to be in the Library on the afternoon that tea was being served. Several students who were aware that teas were usually held on Tuesday afternoons requested to attend.

2011

LC classification E through Z, some 30,000 volumes, were weeded. The Librarian decided that all books that had been in the open stacks for over 20 years and had not circulated during that time would be candidates for obsolescence. However, books that could be said to be related, directly or indirectly, to the teaching curriculum of the University were exempted and retained on the shelves.

1,205 books and 134 serials were purchased to maintain and support the teaching curriculum of the University and other designated subject areas funded by various library endowments. There were, moreover, a total of 145 books received as gifts that were added to the Library's collections and 48 serials that were received free of charge.

14 students worked in the Library; fourth year student Beth Legge was Saturday supervisor. 13 King's subscriptions costing \$9,000 per annum were cancelled where they overlapped with Dalhousie's electronic resources. 21 new serials subscriptions costing \$2,000 per annum were initiated to support the curriculum of the School of Journalism.

In Jul 2010, Janet Hathaway, subject specialist for Journalism, completed a library assessment as part of the Dalhousie Senate-Maritime Provinces Higher Education Council review of the School of Journalism's proposal for a Master of Journalism degree. The assessment confirmed that the Library could support the Master of Journalism degree program with materials appropriate to its curriculum at an additional cost of \$7,000 per annum.

Bookbinder Ruth Legge did extensive work on nine 19th-century student registers and on the minute book of Convocation.

Conservator John Thomson repaired and cleaned the frame containing an engraving of King George III in profile, and fitted the frame with museum quality glass. He also completed repairs on polychromed plate W321 and blue and white stand W221e from the Weldon Pottery Collection and cleaned *Earthworks at Annapolis* by Tom Forrestall.

Six King's Independent Filmmakers' Society videotapes from the 1990s were reformatted from tape to digital format by CopyCat Digital and a firm in Toronto. The DVD copies are loaned to the student filmmakers' society.

New alumnae Elizabeth Johnston and Samantha Levy rearranged and re-described the University of King's College Library fonds. Student David Etherington and new alumnus Griffin McInnes arranged and described the School of Journalism fonds.

Afternoon teas and tours for King's students, staff, faculty and visitors were curtailed because the Library Committee Room was requisitioned for use as a classroom during the academic year.

From Sep-Dec 2010, Tasya Tymczyszyn was Acting Head of Access Services during Patricia Chalmers' illness. Recent alumnus Gregory Slack was Acting Evening Supervisor during March and April 2011.

III. Custodial history

The records have always resided on the Library premises: in filing cabinets of Library staff members when in active use, then in the Archives after they became inactive.

IV. Scope and content of the University of King's College Library fonds

1. Functions and activities to which the records pertain

The Library's primary activity is to support the academic programs of the University of King's College. The records in the fonds were created, received or used by the University Librarians and Library staff members in the course of their work.

The records pertain to the administration, development and daily functioning of the Library in its locations in Windsor and Halifax, Nova Scotia, through the decades.

2. Date span

Records in the fonds date from the earliest days of the University, when the Library was deemed an essential component for establishing an institution of higher education. The fonds contains records from 1797-2012, with most from the mid- to late 20th century.

3. Subject matter

The records relate to the founding of the Library, its development, administration and daily operations through the last two centuries, and the activities of Librarians who have had responsibility for the Library.

4. Geographic area

The records relate to the Library when it was located on the University's first campus, in Windsor, Nova Scotia, and to the Library in its locations on the Halifax campus, where the University moved after a fire destroyed its main building in Windsor on 5 Feb 1920.

5. Documentary forms

The records are mostly textual. The fonds includes annual and other reports; correspondence; memoranda; committee meeting agendas and minutes; accessions registers; catalogue cards; financial documents, ledgers and budgets; news articles and brochures; studies; and documentation relating to the construction of the new Library in the late 1980s.

6. Arrangement

When the records were deposited in the Archives, they had no formal arrangement. In 2005, the Assistant Archivist established an arrangement by series based on library function, and a file list was prepared. During this project, additional records were transferred to the fonds and the first arrangement has been revised and expanded, and the records described to the file level. Early 19th-century correspondence relating to development of the Library's collection, which was found elsewhere in the Archives, has been added to the fonds.

During this project, records belonging to other fonds were removed (e.g., King's Heritage Society, Faculty minutes), and the Library's records were rearranged in the following series:

The records are arranged into 13 series:

- | | |
|-----------|--|
| Series 1 | Library policies. – 1960-2011.
2.5 m of textual records. |
| Series 2 | University Librarians' annual reports and records. – 1867-2007.
0.5 m of textual records. |
| Series 3 | Financial records. – 1780-2007.
0.5 m of textual records. |
| Series 4 | Administrative records. – 1966-2010.
0.8 m of textual records. |
| Series 5 | Collections records. – 1859-2007.
1.25 m of textual records. |
| Series 6 | Circulation records. – 1857-2003.
0.25 m of textual records. |
| Series 7 | Committee records. – 1872-2009.
0.25 m of textual records. |
| Series 8 | Correspondence. – 1806-2011.
0.35 m of textual records. |
| Series 9 | Special Collections. – 1797-2008.
0.25 m of textual records. |
| Series 10 | Displays, exhibits and presentations. – 1957-2009.
0.25 m of textual records. |
| Series 11 | Reference statistics. – 1996-2004.
0.25 m of textual records. |
| Series 12 | The new Library. – 1973-2009.
0.5 m of textual records. |
| Series 13 | Publications. – 1802-2006.
0.15 m of textual records. |

V. Notes

Source of supplied title proper

Title based on provenance and content of fonds.

Dates of accumulation

The records in the fonds accumulated in the Library over the centuries it has been in existence. They were deposited in the Archives from time to time between 1991 and 2012.

Immediate source of acquisition

The records were kept in the custody of the Librarians, Assistant Librarians and staff members until University Librarian & Archivist Henry Drake Petersen deposited the first group in the Archives during the 1990s, soon after the new Library & Archives building was opened. He and other members of the Library staff have transferred additional inactive records to the Archives during the past decade.

Physical description

The records consist of textual documents, including manuscripts, published and unpublished memoranda, reports, financial documents, accessions registers, equipment manuals, and a wooden chest of 50 catalogue card drawers with approximately 96,800 catalogue cards. Master shelf list: 50-drawer wooden chest containing 13 cm x 8 cm shelf list cards that were used for cataloging; shelf list frozen when Library became member of Novanet in 1991 with the opening of the new Library

Physical condition

Some late 18th-century and early 19th-century printed records are fragile; ink is faded on some manuscript letters and lists from that period.

Conservation

During this project, metal fasteners were removed and the records were placed in acid-free file folders and boxes. No professional conservation work has been done on the records, but a group of early letters has been set aside for attention.

Availability of other formats

The information on the catalogue cards in the wooden drawers is available in digital format through Novanet, the online database of a consortium of Nova Scotia academic libraries, www.novanet.ns.ca. Many of the records created in the past decade also exist in digital format on Library staff members' computers.

Restrictions on access

Access to records containing personal information is restricted.

Rights

The University holds copyright in all of the records.

Reproduction and publication

Permission of the University Librarian & Archivist is required to reproduce or publish any of the materials. Fees apply.

Finding aid

A hardcopy finding aid with series and file lists is available in the University of King's College Library & Archives.

Accruals

All of the Library and Librarians' records in the Archives on 31 Jul 2012 have been processed and are described in this finding aid. Further accruals are expected.

Related material (this repository)

The following groups of records in the Archives may include information relating to the Library:

Hankey, Dr. Wayne - papers in Faculty papers collection (unprocessed)

KHS King's Heritage Society fonds

UKC.ARCH University of King's College architectural records collection

Petersen, Henry Drake - personal papers (not yet deposited)

Associated material (records with same provenance in another institution)

Harry Piers' 1893 catalogue is available in other libraries and online⁶³ : *Catalogue of the library of King's College, Windsor, Nova Scotia* / with occasional annotations by Harry Piers (1870-1940). Halifax, N.S. : Nova Scotia Printing Co., 1892.

⁶³ http://www.archive.org/details/cihm_25227

VI. Access points

Repository	University of King's College Library & Archives 6350 Coburg Road, Halifax, Nova Scotia, Canada B3H 2A1
Unique identifier	CaNSHK UKC.LIB
Retrieval number	UKC.LIB.[series no.].[file number]
Preferred citation	[File title], University of King's College Library fonds, University of King's College Archives, Halifax, Nova Scotia, Canada, UKC.LIB.[series no.].[sub-series no.].[file no.].
Creator	University of King's College Library, Windsor, Nova Scotia University of King's College Library, Halifax, Nova Scotia University of King's College Librarians
Names and subjects	University of King's College (Halifax, N.S.). Library. University of King's College (Windsor, N.S.). Library.

VII. Series descriptions and item lists

Series 1 **Library policies**
1980-2000
0.25 m of textual records

Administrative history

The role of Librarian is set out in the University's internal statutes, which are found in the Board of Governors' fonds, UKC.BOG.1.2. This series contains Library policies; correspondence with other institutions about rationalization of collections; draft and final collections policies; information relating to the cooperative acquisition policy with Dalhousie Libraries.

Scope and content

Series consists of policies collected from all aspects of the library, including collections, accessions, circulation, special collections, and faculties.

Source of title: Title based on content.

File list

- | UKC.LIB.1 | Library policies |
|------------------|---|
| UKC.LIB.1.1 | Anglican studies collection policy. – c. 1990. |
| UKC.LIB.1.2 | Atlantic School of Theology collections discussions. – 1972-1989. |
| UKC.LIB.1.3 | Atlantic School of Theology cooperation. AST Library policy documents. – 1971, 1982. |
| UKC.LIB.1.4 | "Borrow Anywhere/ Return Anywhere" procedures. – 2009. |
| UKC.LIB.1.5 | Classics collection policy; review and discussions with Dalhousie. Correspondence; Classics Department report, 1985; Petersen/Starnes correspondence, 27 Sep 1994. – 1985-1994. |
| UKC.LIB.1.6 | Collection Policies for Archives and Special Collections. – 1973-2010.
Archives and Special Collections Material Reproduction Policy, 2006; Archives and Special Collections Material Reproduction Charges and Use Fees, 2010; University of King's College Archives; Library Draft Policies, 1990s; Proposed Collection Policy for Treasure Room, 1973 (includes description of Bray Collection in Appendix A); Collection Policy for Treasure Room, 1985; Collection Policy for Treasure Room, 1988. – 1973-1990s. |
| UKC.LIB.1.7 | Collections policies - general.
General policy, 1985; King's College Collections Policy, 1987; Draft Collections policy; King's College Library: Collections Policy, and policy details, 1987; memo to faculty members as to the agreed collections policy, 1992; King's College Library: Collections Policy, 1994, and Faculty minutes; King's College Library: Collections Policy Details, 1994; King's College Collections policy, c. 1980-1990; Collection Development Policy Statement including FYP policy, Anglican policy, etc., 1994; Petersen/Faculty correspondence. – 1985-1994. |
| UKC.LIB.1.8 | Contemporary Studies Programme Collection Policy.
Kierans/Petersen correspondence re CSP Collections Policy Draft, Collection Policy Draft, 1993; Petersen/Fry correspondence concerning CSP Collections Policy; Contemporary Studies Program Collection Policy. – 1993. |
| UKC.LIB.1.9 | Dalhousie-King's Classics rationalization. Correspondence, photocopies <i>Handbook of Church History</i> , list of books received in 1992. – 1992-1994. [3 folders] |

UKC.LIB.1 Library policies

- UKC.LIB.1.1 Anglican studies collection policy. – c. 1990.
- UKC.LIB.1.10 Dalhousie - cooperation. Correspondence, memos, bibliographies, newsletter, news clippings, holdings lists, minutes, reports. – 1966-1977.
- UKC.LIB.1.11 Dalhousie - cooperation. Correspondence, memos, bibliographies, newsletter, news clippings, holdings lists, minutes, reports. – 1984-1986.
- UKC.LIB.1.12 Dalhousie – cooperation. Correspondence, memos, bibliographies, newsletter, news clippings, holdings lists, minutes, reports. – 1987-1989.
- UKC.LIB.1.13 Dalhousie - cooperation. Correspondence, memos, bibliographies, newsletter, news clippings, holdings lists, minutes, reports. – 1990-1999.
- UKC.LIB.1.14 Early Christian and Medieval Theology Collections Policy. – 1980s or 1990s.
- UKC.LIB.1.15 Foundation Year Programme Collection Policy. – c.1990-2000.
- UKC.LIB.1.16 History Collection Policy. – c.1990-2000s.
- UKC.LIB.1.17 Philosophy collection policy. Petersen/Melanson correspondence concerning collection policy; draft philosophy collection policy. – 1994.
- UKC.LIB.1.18 Philosophy collections - review and discussions with Dalhousie. Correspondence, Collection Policy drafts, holdings statistics. – Winter-Spring 1996.
- UKC.LIB.1.19 Proposals re: new Library policy. – 1981.
- UKC.LIB.1.20 Overdue book policy. – 1988.
- UKC.LIB.1.21 School of Journalism cooperation. Bibliographies, correspondence, microfilm, minutes, brochure, press release, news clippings, memos, report, *A Proposal for Programmes in Journalism*. – 1988-1991.
- UKC.LIB.1.22 School of Journalism collection policy. – 1993-1994.
- UKC.LIB.1.23 Resolution relating to the Library by Lord Dalhousie. Same text can be found in Board of Governors minutes of 22 Sep 1819.
- UKC.LIB.1.24 Improvements to student services. – 2004
- UKC.LIB.1.25 Canada personal information protection and electronic documents act. – 2004.

Series 2 Librarians' annual reports and records
1803-2007.
0.55 m of textual records

Administrative history

The Librarian writes an annual report to the President regarding Library activities and operations during the preceding year. The reports contain information about accessions, budgets, cataloguing, circulation, staffing and Archives, and discussion of future directions for the Library. The biographies folder contains photocopies of obituaries and notices of appointment to the Library staff. The Librarians' portion of the series (subseries 2.5-2.9) contains correspondence between the Librarians and various faculty members, King's administrators, external librarians, architects, and personal records.

Scope and content

Series contains the annual reports and personal records of the Librarians of the University of King's College. There are files from past librarians including Rev. Benjamin Gerrish Grey (1803-1804), Mary Lane (1971-1981), and Dr. Burns Martin (1936-1953). The majority of the files are documents and correspondence by or to Dr. Wayne Hankey (1982-1991) and Drake Petersen (1991-2011).

Biographies of some of the Librarians, in the form of news clippings and photocopies, are also included.

The Librarians' annual reports span 1867 to 2010, with gaps.

Source of title

Title is based on content.

File list

UKC.LIB.2	University Librarians' annual reports and records.
UKC.LIB.2.1	Librarians – biographies. (photocopied material from 1933). Photocopies of news clippings, correspondence, photocopies of pages from <i>The Record, Tidings</i> . – 1933-1997.
UKC.LIB.2.2	Librarian's annual report to the Board of Governors.
UKC.LIB.2.2.1867	Librarian's Report to the Board of Governors. – 1867.
UKC.LIB.2.2.1961	Librarian's Report to the Board of Governors. – 1960-1961.
UKC.LIB.2.2.1967	Librarian's Report to the Board of Governors. – 1966-1967.
UKC.LIB.2.2.1971	Librarian's Report to the Board of Governors. – 1971.
UKC.LIB.2.3	Librarian's annual report to the President.
UKC.LIB.2.3.1938	Annual report of the Librarian. – 1937-1938.
UKC.LIB.2.3.1939	Annual report of the Librarian. – 1938-1939.
UKC.LIB.2.3.1944	Annual report of the Librarian. – 1943-1944.
UKC.LIB.2.3.1945	Annual report of the Librarian. – 1944-1945.
UKC.LIB.2.3.1946	Annual report of the Librarian. – 1945-1946.
UKC.LIB.2.3.1947	Annual report of the Librarian. – 1946-1947.
UKC.LIB.2.3.1948	Annual report of the Librarian. – 1947-1948.
UKC.LIB.2.3.1949	Annual report of the Librarian. – 1948-1949.
UKC.LIB.2.3.1950	Annual report of the Librarian. – 1949-1950.
UKC.LIB.2.3.1952	Annual report of the Librarian. – 1951-1952.
UKC.LIB.2.3.1953	Annual report of the Librarian. – 1952-1953.

UKC.LIB.2**University Librarians' annual reports and records.**

UKC.LIB.2.3.1957	Annual report of the Librarian. – 1956-1957.
UKC.LIB.2.3.1958	Annual report of the Librarian. – 1957-1958.
UKC.LIB.2.3.1959	Annual report of the Librarian. – 1958-1959.
UKC.LIB.2.3.1963	Annual report of the Librarian. – 1962-1963.
UKC.LIB.2.3.1964	Annual report of the Librarian. – 1963-1964.
UKC.LIB.2.3.1965	Annual report of the Librarian. – 1964-1965.
UKC.LIB.2.3.1966	Annual report of the Librarian. – 1965-1966.
UKC.LIB.2.3.1967	Annual report of the Librarian. – 1966-1967.
UKC.LIB.2.3.1968	Annual report of the Librarian. – 1967-1968.
UKC.LIB.2.3.1969	Annual report of the Librarian. – 1968-1969.
UKC.LIB.2.3.1970	Annual report of the Librarian. – 1969-1970.
UKC.LIB.2.3.1971	Annual report of the Librarian. – 1970-1971.
UKC.LIB.2.3.1972	Annual report of the Librarian. – 1971-1972.
UKC.LIB.2.3.1973	Annual report of the Librarian. – 1972-1973.
UKC.LIB.2.3.1974	Annual report of the Librarian. – 1973-1974.
UKC.LIB.2.3.1975	Annual report of the Librarian. – 1974-1975.
UKC.LIB.2.3.1976	Annual report of the Librarian. – 1975-1976.
UKC.LIB.2.3.1977	Annual report of the Librarian. – 1976-1977.
UKC.LIB.2.3.1978	Annual report of the Librarian. – 1977-1978.
UKC.LIB.2.3.1979	Annual report of the Librarian. – 1978-1979.
UKC.LIB.2.3.1980	Annual report of the Librarian. – 1979-1980.
UKC.LIB.2.3.1981	Annual report of the Librarian. – 1980-1981.
UKC.LIB.2.3.1982	Annual report of the Librarian. – 1981-1982.
UKC.LIB.2.3.1983	Annual report of the Librarian. – 1982-1983.
UKC.LIB.2.3.1984	Annual report of the Librarian. – 1983-1984.
UKC.LIB.2.3.1985	Annual report of the Librarian. – 1984-1985.
UKC.LIB.2.3.1986	Annual report of the Librarian. – 1985-1986.
UKC.LIB.2.3.1987	Annual report of the Librarian. – 1986-1987.
UKC.LIB.2.3.1988	Annual report of the Librarian. – 1987-1988.
UKC.LIB.2.3.1989	Annual report of the Librarian. – 1988-1989.
UKC.LIB.2.3.1990	Annual report of the Librarian. – 1989-1990.
UKC.LIB.2.3.1991	Annual report of the Librarian. – 1990-1991.
UKC.LIB.2.3.1992	Annual report of the Librarian. – 1991-1992.
UKC.LIB.2.3.1993	Annual report of the Librarian. – 1992-1993.
UKC.LIB.2.3.1994	Annual report of the Librarian. – 1993-1994.
UKC.LIB.2.3.1995	Annual report of the Librarian. – 1994-1995.
UKC.LIB.2.3.1996	Annual report of the Librarian. – 1995-1996.
UKC.LIB.2.3.1997	Annual report of the Librarian. – 1996-1997.
UKC.LIB.2.3.1998	Annual report of the Librarian. – 1997-1998.
UKC.LIB.2.3.1999	Annual report of the Librarian. – 1998-1999.
UKC.LIB.2.3.2000	Annual report of the Librarian. – 1999-2000.

UKC.LIB.2	University Librarians' annual reports and records.
UKC.LIB.2.3.2001	Annual report of the Librarian. – 2000-2001.
UKC.LIB.2.3.2002	Annual report of the Librarian. – 2001-2002.
UKC.LIB.2.3.2003	Annual report of the Librarian. – 2002-2003.
UKC.LIB.2.3.2004	Annual report of the Librarian. – 2003-2004.
UKC.LIB.2.3.2005	Annual report of the Librarian. – 2004-2005.
UKC.LIB.2.3.2006	Annual report of the Librarian. – 2005-2006.
UKC.LIB.2.3.2007	Annual report of the Librarian. – 2006-2007.
UKC.LIB.2.3.2008	Annual report of the Librarian. – 2007-2008.
UKC.LIB.2.3.2009	Annual report of the Librarian. – 2008-2009.
UKC.LIB.2.3.2010	Annual report of the Librarian. – 2009-2010.
UKC.LIB.2.4	Assistant Librarian's report to Librarian and Library Committee. – 1983.
UKC.LIB.2.5	Martin, Dr. Burns. Correspondence. – 1939.
UKC.LIB.2.6	Grey, Rev. Benjamin Gerrish. Correspondence of Brian L. Gray from 1999, 2001, and 2007; photocopied and signed MS. Of <i>Translation of the Special Signs and Symbols</i> , photocopies of pages from <i>King's College: a Chronicle</i> , <i>Robert Field: an Exhibition Organized by the Art Gallery of Nova Scotia</i> , <i>Dictionary of Canadian Biography</i> , book-jacket of <i>The Siege of Fort Cumberland 1776</i> , photocopied library catalogue from 1803. – 1803-2007.
UKC.LIB.2.7	Hankey, Dr. Wayne.
UKC.LIB.2.7.1	Boston libraries. Report of 1984 trip. – 1988.
UKC.LIB.2.7.2	Classics – Library Representative. – 1986-1991.
UKC.LIB.2.7.3	Consul [pre-Novanet discussions]. – 1990-1991.
UKC.LIB.2.7.4	Faculty on Library Collections – 1984-1988.
UKC.LIB.2.7.5	General correspondence – 1981-1986.
UKC.LIB.2.7.6	General correspondence – 1987-2011.
UKC.LIB.2.7.7	General correspondence. – 1982-1991.
UKC.LIB.2.7.8	Matriculation. Rare Book and Landscape. – 1990.
UKC.LIB.2.7.9	Ralston, William. Saint John's Church. Savannah, Georgia. –1986.
UKC.LIB.2.7.10	Role and Capacity of the Library. – 1989.
UKC.LIB.2.7.11	Security Concerns. – 1990.
UKC.LIB.2.8	Lane, Mrs. Mary (Mrs. J. E. Lane). Library correspondence. – 1970-1979.
UKC.LIB.2.9	Petersen, Drake
UKC.LIB.2.9.1	Atlantic School of Theology
UKC.LIB.2.9.2	Budget Advisory Committee. – 1913, 2006-2010. [2 file folders]
UKC.LIB.2.9.3	Canadian Centre for Architecture – 1995.
UKC.LIB.2.9.4	Correspondence. – 1981-1994.
UKC.LIB.2.9.5	Correspondence. – 1995-2000.
UKC.LIB.2.9.6	Correspondence. – 2000-2009.
UKC.LIB.2.9.7	Correspondence – Barker, William. President. – 2003-2011.
UKC.LIB.2.9.8	Correspondence – Fry, Dr. Marion. President. – 1991-1993.
UKC.LIB.2.9.9	Correspondence – Journalism. 1990-1994.
UKC.LIB.2.9.10	Correspondence – Smith, Gerry. Bursar. – 1992-1996

UKC.LIB.2	University Librarians' annual reports and records.
UKC.LIB.2.9.11	Correspondence – Starnes, Dr. Colin. President. – 1993-1995.
UKC.LIB.2.9.12	Correspondence – Starnes, Dr. Colin. President. – 1996-2002
UKC.LIB.2.9.13	Dean of Residence Search Committee. – 2005.
UKC.LIB.2.9.14	<i>Freedom of Information and Protection of Privacy Act.</i> – 1993-1994. [2 file folders]
UKC.LIB.2.9.15	Housekeeping – Sodexo Marriott – 1993-2006.
UKC.LIB.2.9.16	Nova Scotia Council of Higher Education – 1995.
UKC.LIB.2.9.17	Presidential Advisory Committee Review of Drake Petersen. – 1996.
UKC.LIB.2.9.18	Review of Library operations. – 1991-1992.
UKC.LIB.2.9.19	Insect Infestation
UKC.LIB.2.9.20	COMUL. –1992.
UKC.LIB.2.9.21	Administrative history of the Library (unfinished).

Series 3 Financial records
c.1800-2007.
0.75 m of textual records

Administrative history

Handwritten receipts recorded the purchase of the first books for the Library in London at the time the University was founded. The series also describes Library endowment funds.

Scope and content

Series consists financial records related to the operation of the Library. It includes information on the Library account, endowments for the Library, grant programs, and the Library's budgets. It dates from the first years of the Library to the modern day.

Source of title

Title based on content.

File list

UKC.LIB.3 Financial records

- | | |
|------------------------|--|
| UKC.LIB.3.1 | Accounts. |
| UKC.LIB.3.1.1 | Account 1780- Library Income. – 1987-1993. |
| UKC.LIB.3.1.1 | Account 1780 – Library Income. – 1993-1995. |
| UKC.LIB.3.1.2 | Account books [5 green books numbered and labeled by C. Priest]. – 1965-1967.
1. Income, Receipts, Expenditures
2. Alumni fund, Classics, Languages, Divinity, Economics
3. English General, Hunt, History
4. Library Guides, Dr. Burns Martin Fund, Morse Fund, French Canadian History
5. Periodicals, Philosophy & Psychology, Science, Sociology, Social Science
[Shelved separately.] |
| UKC.LIB.3.1.3 | Library accounts ledgers. [Green, bound in pink ribbon]. – 1966-1971, 1972-1975. [Shelved separately.] |
| UKC.LIB.3.1.4 | Library accounts [green books]. – 10 Sept 1975-31 Aug 1979.
[Shelved separately.] |
| UKC.LIB.3.1.5 | Library Account Book. –1989-1991. |
| UKC.LIB.3.1.6 | Librarian's Account. – Year ending Jul 1848. |
| UKC.LIB.3.1.7 | Library Account 1827. – Oct 1827. "Paid John Prior one year salary as Librarian £11/2/3; Do Mr. Jarvis." |
| UKC.LIB.3.2 | Check book – Library of King's College Windsor, N.S. – 1821-1823. |
| UKC.LIB.3.3 | Endowment funds |
| UKC.LIB.3.3.Andrew | Professor Arthur Andrew Endowment Fund (journalism ethics); founded 1994. Three books per year to be purchased in memory of Dr. Andrew. Purchases. – 1994-2004. |
| UKC.LIB.3.3.General | General endowment funds (established in 1980s through merger of several endowment funds). – 1992-2009. |
| UKC.LIB.3.3.Great West | Great West Life Endowment Fund; founded 2000. – 2000-2007. |

UKC.LIB.3 Financial records

UKC.LIB.3.3.Hankey	Marion Leona Eisenhower-Hankey Memorial (Early Christian); founded 1994. – 1994-2006.
UKC.LIB.3.3.Hunt	Hunt Endowment Fund; founded 1942. – 1942-2005.
UKC.LIB.3.3.Laing	John Haskell Laing Memorial Bequest Endowment Fund (Anglican theology). – 1996-2004.
UKC.LIB.3.3.Macneill	Murray Macneill Endowment Fund [formerly Isabel MacNeill Bequest]; founded 1996. – 1996-2011.
UKC.LIB.3.3.Maimonides	Moses Maimonides Endowment Fund; founded 2000. – 2000-2001.
UKC.LIB.3.3.Martell	James S. Martell Memorial Endowment Fund (history); founded 1996. – 1996-2004.
UKC.LIB.3.3.Martin	Dr. Burns Martin Endowment Fund (literature); founded 1960. – 1960-2007. [2 file folders]
UKC.LIB.3.3.Morse	William Inglis Morse Endowment for Canadiana (Canadian history); includes daughter Susan Hilles Bush's history of Morse and his endowment; founded 1952. – 1952-1989.
UKC.LIB.3.3.Parents	Parents' Fund. – 1994-2007.
UKC.LIB.3.3.Spurr	Spurr Endowment Fund (Literature); founded 1978. – 1978-1999.
UKC.LIB.3.3.Wambolt	Dorothy Ward Endowment Fund; founded 1996. – 1996-2000.
UKC.LIB.3.3.Ward	Grace Wambolt Endowment Fund (Law Study and Book Fund); founded 1990. – 1990- 1996.
UKC.LIB.3.4	General ledger listings
UKC.LIB.3.4.1	General ledger listing. – 1992-1996.
UKC.LIB.3.4.2	General ledger listing. – 1997- 2000.
UKC.LIB.3.4.3	General ledger listing. – 2000-2002.
UKC.LIB.3.4.4	General ledger listing. – 2002-2003.
UKC.LIB.3.4.5	General ledger listing. – 2003-2004.
UKC.LIB.3.4.6	General ledger listing. – 2004-2005.
UKC.LIB.3.4.7	General ledger listing. – 2005-2006.
UKC.LIB.3.4.8	General ledger listing. – 2006-2007.
UKC.LIB.3.4.9	General ledger listing. – 2007-2008.
UKC.LIB.3.5	Grants
UKC.LIB.3.5.1	Grant – Summer. – 1987.
UKC.LIB.3.5.2	Grant – Summer. – 1988.
UKC.LIB.3.5.3	Grant – Summer. – 1989.
UKC.LIB.3.5.4	Grant – Summer. – 1990.
UKC.LIB.3.5.5	Grant – Summer. – 1991.
UKC.LIB.3.5.6	Grant – Summer. – 1992.
UKC.LIB.3.5.7	Grant – Summer. – 1993.
UKC.LIB.3.5.8	Grant – Summer. – 1994.
UKC.LIB.3.5.9	Grant – Summer Career Placement Program. – 1995.
UKC.LIB.3.5.10	Grant – Summer Career Placement Program. – 1996-1997.
UKC.LIB.3.5.11	Grant – Summer Career Placement Program. – 1998.

UKC.LIB.3 Financial records

- UKC.LIB.3.5.12 Grant – Summer Career Placement Program. – 1999.
- UKC.LIB.3.5.13 Grant – Summer Career Placement Program. – 2000.
- UKC.LIB.3.6 Library budgets.
- UKC.LIB.3.6.1 Library Book Allocation Funds. – 1981-1982, 1982-1983.
- UKC.LIB.3.6.2 Library budgets. – 1971-1972.
- UKC.LIB.3.6.3 Library budgets. – 1984-1989.
- UKC.LIB.3.6.4 Library budgets. – 1991-1992.
- UKC.LIB.3.6.5 Library budgets. – 1992-1993.
- UKC.LIB.3.6.6 Library budgets. – 1994-1997.
- UKC.LIB.3.6.7 Library budgets. – 1998-2001.
- UKC.LIB.3.6.8 Library budgets. – 2002-2005.
- UKC.LIB.3.6.9 Library budgets. – 2006-2008.
- UKC.LIB.3.7 Library income and expenditures.
- UKC.LIB.3.7.1 Library income and expenditures. – 1829.
- UKC.LIB.3.7.2 Library income and expenditures. – 3 Sept 1832.
- UKC.LIB.3.7.3 Library invoices. – 1982-1984.
- UKC.LIB.3.7.4 Library expenditures. – 1986-1991.
- UKC.LIB.3.7.5 Library income and expenditures. – 1995-1996.
- UKC.LIB.3.7.6 Library income and expenditures. – 1997-2008
- UKC.LIB.3.7.7 Statement of K. College Lib. Fund 1826. – 11 Dec 1826.
- UKC.LIB.3.7.8 Library Fund for 1828 – Rev. W. B. King, Bursar. – 30 Jun 1828. “Paid the Librarian’s salary as per receipt for £11/2/21/2.” Lists Library fees received from students.
- UKC.LIB.3.7.9 Vice President’s statement of Library Fund – Account of Library Fund 1815-1825. – Dec 1825. Lists Library fees collected from students before Dr. Porter arrived; for students in 1816-1825; books sold to Mr. Gilpin et al.; paid Cogswell – Asst. Librarian £5/11/1; Charles Inglis, Librarian, £11/2/3 [1824]; paid John Clarke – Asst. Librarian £5/11/1, W. Cogswell his salary as Sub-Librarian £5/11/1 [1825]
- UKC.LIB.3.7.10 Library Fund 1825-1828. – 1828. Cover page that appears to have been wrapped around folded documents.
- UKC.LIB.3.8 Receipts.
- UKC.LIB.3.8.1 Receipt for books, from J. Hatchard and Son. – 1826.
- UKC.LIB.3.8.2 Expenses – box of books from England, Receipt. – 1874.
- UKC.LIB.3.8.3 Receipt for parcel of books from the Royal Society – 20 Mar 1878.
- UKC.LIB.3.8.4 Petty cash ledger. – 1981.
- UKC.LIB.3.8.5 Expenditure of the Library Fund in England, undated. – 1820.
- UKC.LIB.3.8.6 Lord Bishop of Nova Scotia for King’s College, receipt, undated. – c. 1800.
- UKC.LIB.3.8.7 29 Jul 1825
Morgan, A. to Lord Bishop of Nova Scotia – receipt for £64
- UKC.LIB.3.8.8 Copy of Cary’s [?] bill with the Bishop; list of scientific instruments with prices. – c.1825.

UKC.LIB.3 Financial records

- UKC.LIB.3.8.9 Bills and receipts of articles purchased for the Library by the Bishop and Wm. Morton [cover page]. – c.1825.
- UKC.LIB.3.8.10 Receipt: Received of J. Cochrane the sum of £133.16/0 by Longman, Hurst, Rees, Orme & Brown. – 12 Jun 1820.
- UKC.LIB.3.8.11 Account of sales of books on account of the Governors of King's College. – c. 1820.
- UKC.LIB.3.8.12 Invoice from Longman, Hurst, Rees, Orme & Brown: list of books totaling £135.16/8, including stamp duty on order with Sir J. Morland and insurance paid by James Cochran. – 29 Mar 1820. [Document badly stained, torn]
- UKC.LIB.3.8.13 Receipt: Received from James Cochran the sum of £133.16/0 by Longman, Hurst, Rees, Orme & Brown – 19 Jul 1820
- UKC.LIB.3.8.14 From Longman, Hurst, Rees, Orme & Brown (London) to Governors of King's College: shipping invoice for a case of books on board the *Frederickton*. – 2 Apr 1810. Document stained and mildewed, red wax seal torn off center of page.
- UKC.LIB.3.8.15 Pierce Morton accounts with Holtzapffel & Deyerlein, Manufacturers of Engines, Lathes, Mechanical & Edge Tools, London. – 12 Aug 1825. List of metal chucks, steel worm, awls, chalk line, etc., with prices.
- UKC.LIB.3.8.16 Cary's second account for King's College. – 1 Aug 1825. List of scientific apparatus addressed to the Rt. Revd. Ld. Bishop of Nova Scotia for Windsor University. Includes such items as a Shooting Experiment, Electrical Pistol, Head of Hair, Thunder House Experiment, Steam Experiment, Barometer.
- UKC.LIB.3.8.17 Receipt for £30/14 from the Lord Bishop of Nova Scotia for chemical apparatus for Frederick Joyce and William Leay. – 12 Sep 1825. Receipt has embossed seal, "Dieu et mon Droit – One shilling."
- UKC.LIB.3.8.18 Joyce's account and receipt for Chemical apparatus for King's College. To the Lord Bishop of Nova Scotia for King's College – bought of Frederick Joyce, Operative Chemist, London. – 14 Jun 1830.
- UKC.LIB.3.8.19 Receipt for £60 from the Lord Bishop of Nova Scotia for mathematical instruments as per bill, signed by Thomas Jones. – 2 Aug 1825. Receipt has embossed seal, "Dieu et mon Droit – One shilling."
- UKC.LIB.3.8.20 Bills and receipts for King's College from Thomas Jones, Astronomical, Mathematical, Optical and Philosophical Instrument Maker, London. – 30 Jul 1825.
- UKC.LIB.3.8.21 J. R. Gilbert's account against King's College, Nova Scotia, and receipt. – 23 Aug 1830. [For printing and stitching forms?] Sent from Clerkenwell, England.
- UKC.LIB.3.8.22 Receipt for £41 for received from Bishop of Nova Scotia for printing for King's College by R. Gilbert. – 14 Jul 1831.
- UKC.LIB.3.8.23 Memo by James Cochran, Secy and Treas. – 20 Nov 1828. Re bills for £200 drawn by Dr. Cochran on the Society for Propagation of the Gospel and transferred to me in payment of the balance in his hands on account of the Library Fund were transmitted by me to Mr. Charles Inglis for the purpose of procuring an abatement in the bills of Mssrs. Rivingtons of £201/14/6 for books ordered by Dr. Cochran charged against the Library Fund . . ."

UKC.LIB.3 Financial records

- UKC.LIB.3.8.24 Bill of lading to John Halliburton, Halifax, N.S., for the King's College:
"Shipped, in good Order and well-conditions, by Mr. H. Wix, in and upon the
good Ship called the Thalia, whereof is Master for this present Voyage, J.
Shand, and now riding at Anchor in the River Thames, and bound for
Halifax: three boxes merchandize . . . – 2 Sep 1839.
- UKC.LIB.3.8.25 Bill of lading to Lord Bishop for Nova Scotia, Halifax: "Shipped, in good
Order and well-conditions, by Mr. H. Wix, in and upon the good Ship called
the Thalia, whereof is Master for this present Voyage, J. Shand, and now
riding at Anchor in the River Thames, and bound for Halifax: one case
merchandize . . . – 2 Sep 1839.
- UKC.LIB.3.8.26 Invoice from Henry Wix, Bookseller and Publisher, London, to John
Haliburton for books for King's College, Windsor. – 31 Aug 1839.
- UKC.LIB.3.8.27 Invoice from Henry Wix, Bookseller and Publisher, London, to King's
College, Nova Scotia. – 9 Sep 1839.
- UKC.LIB.3.8.28 Invoice from Henry Wix, Bookseller and Publisher, London, to King's
College, Nova Scotia. – 31 Aug 1839.
- UKC.LIB.3.8.29 Invoice for books bought by Bishop Inglis from [?] of New York. – 11 Jul
1810.
- UKC.LIB.3.8.30 Receipt for books by from Henry Wix. – 14 Jun 1842.
- UKC.LIB.3.8.31 Invoice for book bought from Henry Wix. – 13 Aug 1843.
- UKC.LIB.3.9.1 Library financial statements. – 1970-1976.
- UKC.LIB.3.9.2 Library financial statements. – 1977-1979.

Series 4 Administrative records

1966-2010.

0.85 m of textual records

Administrative history

Running the Library involves administrative matters such as hiring staff and students, payroll and staffing, and the day-to-day operation of the Library.

Scope and content

Series contains documents pertaining to administration and daily running of the Library. Included are photocopy and film licensing agreements; statistical surveys; agreements with Dalhousie; job descriptions of each Library staff position, payroll documentation from 1989-2005, complaint/suggestion forms from 1991-2000. The series also includes personnel files for staff members, containing job offers, salary details, and some correspondence for the staff and student assistants who worked in the library between the years of 1980 and 2004. Series includes schedules and staffing studies.

Source of title

Title based on content.

File list

UKC.LIB.4	Administrative records
UKC.LIB.4.1	Job descriptions
UKC.LIB.4.1.1	Assistant Archivist. – 1994.
UKC.LIB.4.1.2	Assistant Librarian (Circulation). – 1990s.
UKC.LIB.4.1.3	Assistant Librarian (Operations). – 1977 and 1985.
UKC.LIB.4.1.4	Assistant Librarian (Systems). – 1989 and 1993.
UKC.LIB.4.1.5	Catalogue Librarian. – 1989.
UKC.LIB.4.1.6	Head of Serials/Acquisitions. – 1993.
UKC.LIB.4.1.7	Librarian. – 1985.
UKC.LIB.4.1.8	Secretary. – 1989 and 1993.
UKC.LIB.4.1.9	Student assistants. – 1980s.
UKC.LIB.4.1.10	Reference Librarian. – 1989.
UKC.LIB.4.2	Legal
UKC.LIB.4.2.1	Canadian colleges and university libraries study. – 1966-1967.
UKC.LIB.4.2.2	CANCOPY agreements. – 1993-1997.
UKC.LIB.4.2.3	Criterion Pictures Licensing
UKC.LIB.4.2.3.1	Criterion Pictures License Agreement
UKC.LIB.4.2.3.2	Criterion Pictures Monthly Reports
UKC.LIB.4.2.3.3	Criterion Pictures Miscellaneous (Queries, guidelines and correspondence with Criterion Pictures)
UKC.LIB.4.2.4	Audio Cine Fine Inc. License
UKC.LIB.4.2.5	Dalhousie Instructional Media Services. – 2003-2006.
UKC.LIB.4.2.6	Dalhousie Technology Agreement. – 1991-1994.
UKC.LIB.4.2.7	Statistics Canada. – 1963-1973.
UKC.LIB.4.2.8	Statistics Canada. – 1973-1986.
UKC.LIB.4.2.9	Century Computers License

UKC.LIB.4**Administrative records**

UKC.LIB.4.2.10	Duradek Orders and Sketches
UKC.LIB.4.3	Library assistants payroll
UKC.LIB.4.3.1	Library assistants payroll. – 1989-1990.
UKC.LIB.4.3.2	Library assistants payroll. – 1990-1991.
UKC.LIB.4.3.3	Library assistants payroll. – 1991-1992.
UKC.LIB.4.3.4	Library assistants payroll. – 1992-1993.
UKC.LIB.4.3.5	Library assistants payroll. – 1993-1994.
UKC.LIB.4.3.6	Library assistants payroll. – 1994-1995.
UKC.LIB.4.3.7	Library assistants payroll. – 1995-1996.
UKC.LIB.4.3.8	Library assistants payroll. – 1997-1998.
UKC.LIB.4.3.9	Library assistants payroll. – 1998-1999.
UKC.LIB.4.3.10	Library assistants payroll. – 1999-2000.
UKC.LIB.4.3.11	Library assistants payroll. – 2000-2001.
UKC.LIB.4.3.12	Library assistants payroll. – 2001-2002.
UKC.LIB.4.3.13	Library assistants payroll. – 2002-2003.
UKC.LIB.4.3.14	Library assistants payroll. – 2003-2004.
UKC.LIB.4.3.15	Library assistants payroll. – 2004-2005.
UKC.LIB.4.3.16	Student payroll correspondence. – 2003-2005.
UKC.LIB.4.4	Library hours. – 1990s-2011.
UKC.LIB.4.5	Staff
UKC.LIB.4.5.Bond	Bond, Gillian (Frances-Barlow), reference librarian. – 1993-1995.
UKC.LIB.4.5.Cannon	Cannon, Susan. – 2002.
UKC.LIB.4.5.Chalmers	Chalmers, Patricia. – 1986-1990.
UKC.LIB.4.5.Drisdelle	Drisdelle, Paulette. – 1990-1993.
UKC.LIB.4.5.Galey	Galey, Elaine. – 1986 and 1990.
UKC.LIB.4.5.Hunt	Hunt, Janet. – 1985.
UKC.LIB.4.5.O'Brien	O'Brien, Megan. – 1997.
UKC.LIB.4.5.Petersen	Petersen, Drake. – 1971-2012.
UKC.LIB.4.5.MacInnis	MacInnis, Eileen. – 2001.
UKC.LIB.4.5.Sarrat	Sarrat, Patricia. – 1982-1983.
UKC.LIB.4.5.Trimble	Trimble, Jane. – 1983 and 1988.
UKC.LIB.4.5.Weeren	Weeren, John. – 1993.
UKC.LIB.4.5.Woodside	Woodside, Katie. – 2004-2005.
UKC.LIB.4.5.1	Administrative staffing concerns. – 2002.
UKC.LIB.4.5.2	Gillian Bond monthly reports. – 1993-1995.
UKC.LIB.4.5.3	Hiring, Promotions, Tenure. – 1977, 1981, 1993.
UKC.LIB.4.5.4	Library student shift schedules. – 1993-2011.
UKC.LIB.4.5.5	Library staffing study. – 1996.
UKC.LIB.4.5.6	Reference librarian – interviews, etc. – 1993.
UKC.LIB.4.5.7	Salary. – 1984-1986.
UKC.LIB.4.5.8	Staff meeting minutes. – 1991-1995.

UKC.LIB.4

UKC.LIB.4.5.9

UKC.LIB.4.6

UKC.LIB.4.6.A

UKC.LIB.4.6.B

UKC.LIB.4.6.B

UKC.LIB.4.6.C

Administrative records

Switchboard Emergency Staff. – 1995.

Students

Afford, Adriana. – 1991-1993.

Allen, Roselynn. – 1991 (Library move).

Almon, Marc B. – 1997.

Archibald, Katherine – 2004.

Aronson, Matthew. – 1998-2000.

Atanya, Paul. – 1991 (Library move).

Aulenback, Andrew. – 1990, 1991 (Library move), 1992.

Barker, Linda. – 1991 (Library move).

Barnable, Michael. – 2001-2003.

Barnes, Joshua. – 1991 (Library move).

Beardsley, Michelle. – 1990-1991.

Beaver, Leanne. – 1991-1992.

Beck-Mailman, Laura. – 2004.

Beel, D. J. – 2000.

Bell, Jennifer. – 1989, 1990, 1991 (Library move).

Bell, Wilson. – 2000.

Bergeron, Nathalie. – 1999-2000.

Bernier, Andrew. – 1998, 2000, 2001.

Bertils, Mark. – 1997-1998.

Biggar, Nigel. – 1991 (Library move).

Bond, Gillian. – 1992-1993 .

Borst, Sjoered. – 1994.

Boudreau, J. Brian. – 1996.

Brennan, Sarah. – 1992-1993.

Brewin, Mark. – 1990-1991 (Library move).

Brodie, Lauren. – 1996-2001.

Brodie, Rachel. – 1991 (Library move).

Bronstein, David. – 1997-2000.

Brown, Jillian. – 1995.

Brown, Robyn. – 2000-2004.

Burke, Ronald J. – 1994-1995.

Burns, Mark. – 1989.

Cameron, Neil. – 1991 (Library move).

Caron, Nancy. – 1998.

Carr, Katherine. – 1985.

Carter, David. – 2002.

Chan, Caroline. – 2002-2003.

Chang, Angela. – 2000.

Clare, Megan. – 1999-2002.

Clarke, Paula. – 1989-1990, 1991 (Library move), 1992.

Code-McNeil, Devon. – 1999-2000.

Cook, Sarah. – 1992-1995.

Coppola, Jennifer. – 1999.

Cowan, Benson. – 1991-1993.

Cox, John. – 1991 (Library move).

UKC.LIB.4**Administrative records****UKC.LIB.4.6.D**

Dalling, James E. – 1992-1994.
Daly, Michael. – 1990-1991 (Library move).
Davies, Bradley. – 1991-1995.
Davies, Donna. – 1997, 1998.
Davies, Rachel. – 1995.
Day, Alexander. – 1996, 1998, 1999.
Dekker, Ken. – 1991-1992.
Deluce, Justine. – 1991 (Library move).
Densmore, Karen. – 1997-1999.
Deveau, Jeb. – 2000-2003.
DeWolf-Swetnam, Rachel. – 1993.
Drisdelle, Charlotte. – 1991 (Library move).
Drisdelle, Suzanne. – 1989-1992.
Drummond, Clara. – 1998, 2000-2001.
Drummond, Hilary. – 2003, 2004.
Dumaresq, Alex. – 2001-2004.

UKC.LIB.4.6.E

Erickson, Berit. – 1993.
Estey, David. – 1991 (Library move).

UKC.LIB.4.6.F

Fegon, Larysa. – 1990, 1991 (Library move), 1992, 1993.
Forsyth, Sara. – 2003-2004.
Fournier, Heather. – 1989, 1990, 1991 (Library move), 1992.
Frecker, Temma. – 1998-2001.
Fulford, Sarah. – 1995.
Fulton, Scott. – 1991 (Library move).

UKC.LIB.4.6.G

Galey, Elaine. – 1985.
Gibson, Jonina. – 1996.
Gouthro, Karla. – 1999-2001.
Gregor, Allison. – 1991.
Guerry, Thomas. – 1989, 1990.

UKC.LIB.4.6.H

Hall, John. – 1994-1998
Hall, Krista. – 1999.
Hall, Kendall. – 2004.
Hamilton, Heather. – 1994, 1996.
Harris, Emily. – 1997.
Harrison, Donald. – 1992-1993.
Hart, Glen. – 1991 (Library move).
Hart, Nicholas. – 1999-2000.
Hatcher, Tracey. – 1994.
Hathaway, Janet. – 1986.
Healy, Ross. – 1991 (Library move).
Henderson, Ella. – 2003-2004.
Henwood, Dawn. – 1989-1990.
Hugill, David. – 2003.
Hubbard, Sarah. – 1991 (Library move).

UKC.LIB.4.6.I

Irvine, Deborah. – 1994, 1996-1997.

UKC.LIB.4**Administrative records****UKC.LIB.4.6.J**

James, Scott. – 1991 (Library move).
Johnson, Jay. – 1991 (Library move).
Johnson, Sandra. – 1990, 1991 (Library move), 1992.
Johnston, Kevin. – 2002-2003.

UKC.LIB.4.6.K

Kataric, Lesley M. – 1994.
Kelly, Evan. – 1994.
Kemp, Dora. – 1988.
Kennedy, Matthew. – 1999-2001, 2003.
Kennedy, Megan A. – 1994.
Kerr, Suzie. – 1992.
Kidston, Nora. – 2003.
Killawee, Rob. – 1991 (Library move).
Killorn, Bill. – 2000-2001.
Kurniawan, Joelius. – 1990, 1991 (Library move), 1992.

UKC.LIB.4.6.L

Landrus, Benjamin. – 2004.
Latner, Daniel. – 2004-2005.
Layton, Elizabeth. – 1992.
Layton, Elizabeth. – 1993.
LeBlanc, Mary. – 1992-1993.
Legorburu, Jon. – 1989.
LeVert, Laurelle. – 1989.
Lloyd, Elizabeth. – 1994-1995.
Lowther, Donna. – 1983.

UKC.LIB.4.6.M

MacDonald, Andrew. – 1991-1993.
MacDonald, Craig. – 1995-1996, 1998.
MacDonell, John. – 1991 (Library move).
MacDonnel, John E.. – 1988.
MacIsaac, Greg. – 1990, 1991 (Library move), 1992.
MacIvor, Heather. – 1984.
MacKinnon, Keith L. – 1989.
MacMullin, Karen. – 1995-1996, 1998.
Marsden, Paul. – 1994.
McCallum, Meghan. – 1994.
Mercer, David. – 1991 (Library move).
Millar, Jillian. – 1993.
Mitham, Peter. – 1989-1990.
Morawiecki, Jennifer. – 1990, 1991 (Library move), 1992-1994.
Morse, Christopher. – 1990-1993.
Mossop, Jennifer E.. – 1992-1994.
Murphy, Liam. – 1991 (Library move).

UKC.LIB.4.6.N

Nearing, Kelsey. – 2000-2003.
Needham, John. – 1991 (Library move).
Newcombe, Andrew. – 1991 (Library move).
Newman, Dana. – 1996.
Nichols, Kirsten. – 1989.
Nield, Jennifer. – 1996.
Nowlan, Theresa. – 1989-1990.

UKC.LIB.4**Administrative records**

UKC.LIB.4.6.O

O'Brien, Craig. – 1991 (Library move).
O'Brien, Megan. – 1995-1997.
Oreskovich, Christine. – 1991-1992.
Oussoren, Jennifer. – 1994-1995.

UKC.LIB.4.6.P

Penney, Cheryl. – 1986.
Penz, Eric. – 1991 (Library move).
Pothier, Helena-Maria. – 1991 (Library move).

UKC.LIB.4.6.R

Read, Janet. – 1989-1990.
Reagh, Margaret. – 1991 (Library move).
Redfern, Sara. – 1995.
Rix, Edward. – 1991 (Library move).
Robertson, Andrew. – 1990, 1991 (Library move), 1992-1993.
Robinson, Jennifer. – 1990, 1991 (Library move).
Ross, Sandy. – 1999-2001.
Ryall, Leo. – 1991 (Library move).

UKC.LIB.4.6.S

Sedgwick, Kimberly. – 2003-2004.
Shaw, James. – 1999-2000.
Shepherd, Greg. – 1991-1993.
Shearer, K. A. – 2004.
Shirvani, Tirdad. – 1991 (Library move).
Simms, Anne. – 1991-1993.
Simms, David. – 1989-1991 (Library move).
Simpson, Nora. – 1998.
Smith, Ruth. – 1990-1992.
Smyth, Jeremy. – 1991 (Library move).
Sommerville, William. – 2004.
Start, Jason. – 1991 (Library move).
Steffen, Jonas. – 1989.
Stephenson, Tim. – 1996-1998.
Stewart-Knocker, Sarah. – 2004.
Stringer, Carly. – 2003-2004.
Swansburg, Carla. – 1988-1990, 1991 (Library move), 1992.
Swanson, Barbara. – 1994-1998.
Swetnam, Jason. – 1991 (Library move).

UKC.LIB.4.6.T

Thompson, Mark. – 1991 (Library move).
Thorne, Chelsea. – 2001-2004.
Totten, Anne. – 1996-1998.
Tymczyszyn, Tasya. – 1999-2000, 2002.

UKC.LIB.4.6.V

Van Beek, Ries. – 1991-1992.
Vanden Broeck, Christopher. – 1992, 1994-1995.

UKC.LIB.4

Administrative records

UKC.LIB.4.6.W

Walks, Alan. – 1991 (Library move).
Wardroper, Lawrence. – 1988.
White, Sara. – 1991-1993.
Whyte, Jeff. – 2003-2004
Wilson, Kelly Anne. – 1985.
Wissink, Neil. – 1994.
Woodside, Katie. – 1999-2003.
Woodwark, Meredith. – 1994-1996.
Wright, Joey. – 1991 (Library move).

UKC.LIB.4.6.1

Dalhousie School of Library and Information Studies – Work experience for students. – 1993.

UKC.LIB.4.6.2

Student assistant hours fiscal. – 1990-1991.

UKC.LIB.4.6.3

Student employment general documents. – 2003.

UKC.LIB.4.6.4

Work progress sheet. – 1990.

UKC.LIB.4.6.5

Work Study Program. – 2004.

UKC.LIB.4.7.1

Suggestions/Complaints. – 1991.

UKC.LIB.4.7.2

Suggestions/Complaints. – 1993.

UKC.LIB.4.7.3

Suggestions/Complaints. – 1994.

UKC.LIB.4.7.4

Suggestions/Complaints. – 1995.

UKC.LIB.4.7.5

Suggestions/Complaints. – 1996.

UKC.LIB.4.7.6

Suggestions/Complaints. – 1997.

UKC.LIB.4.7.7

Suggestions/Complaints. – 1998.

UKC.LIB.4.7.8

Suggestions/Complaints. – 1999.

UKC.LIB.4.7.9

Suggestions/Complaints. – 2000.

UKC.LIB.4.7.10

Suggestions/Complaints. – 2001.

UKC.LIB.4.7.1806

Scholar and Student petition to the Board to allow undergraduate students to use the Library. – 11 Nov 1806 Names on petition: Wm. Fraser, R. Viets, William Hill, James Nutting, Andrew Cochran, Edw. Jarvis, A. Barclay

UKC.LIB.4.8

Surveys completed by the Library

UKC.LIB.4.8.1

Association of Atlantic Universities Librarians Council Statistics Program and National Library Survey. – 1996.

UKC.LIB.4.8.2

Association of Atlantic Universities Librarians Council University of Ottawa survey. – 1994-1995.

UKC.LIB.4.8.3

ACA Survey. – 1985.

UKC.LIB.4.8.4

American Library Directory solicitation. – 1988.

UKC.LIB.4.8.5

Canadian Library Association Halifax Serials Interest Group. – 1988.

UKC.LIB.4.8.6

Council of Nova Scotia Archives survey. – 1996.

UKC.LIB.4.8.7

Canadian Off-Campus library service survey II. – 1986-1987.

UKC.LIB.4.8.8

Canadian University Archives Survey. – 1975.

UKC.LIB.4.8.9

Canadian University Archives Survey. – 1980.

UKC.LIB.4.8.10

Canadian University Archives Survey. – 1980-1986.

UKC.LIB.4.8.11

Downs Report Study. – 1966-1967.

UKC.LIB.4.8.12

Downs Report Study. – 1966-1982.

UKC.LIB.4

UKC.LIB.4.8.13

UKC.LIB.4.8.14

UKC.LIB.4.8.15

UKC.LIB.4.8.16

UKC.LIB.4.8.17

UKC.LIB.4.8.18

UKC.LIB.4.8.19

UKC.LIB.4.8.20

UKC.LIB.4.8.21

UKC.LIB.4.8.22

UKC.LIB.4.8.23

UKC.LIB.4.8.24

UKC.LIB.4.9

Administrative records

ICA Survey. – 1994.

Mount Saint Vincent University Socio-Cultural Research Project solicitation. – 1993.

Macleans survey. – 1993.

Maritimes University Archives Survey. – 1975.

Memorial University questionnaire. – 1987.

Micromedia Directory of Libraries in Canada. – 1996.

National Library Directory of Special Collections Fact-Check. –1988.

National Library Statistics Survey. – 1995.

National Study on Photocopying in Canadian Libraries. – 1987.

Nova Scotia Union Catalogue Study. – 1996.

Seneca College Micro-computer survey. – 1990s.

Survey of Online Search Services. – 1989-1990.

Purchase orders – Completed L0100-L0199

Series 5 **Collections records**
1803-2007.
2 m of textual records

Administrative history

Accessions lists are maintained to record additions to the Library's collections. A newly received book is given a unique accession number and added to the accessions list. Books that are withdrawn are noted on weeding lists. Accessions lists have been maintained for most of the Library's history in Halifax. Catalogues and lists of books exist from the Library in Windsor.

Scope and content

Series consists of accessions lists, donations, catalogues, serials, and weeding lists from 1859-2007. Details of all books acquired by the Library, including accessions and donations lists, are included in the series, as well as lists of books withdrawn from the Library's collections from 1983-2002. Most of the accessions lists are in bound volumes shelved separately. Series includes accession book from the Smith Memorial Library, a former recreational reading collection maintained for students living in campus residences. The series is arranged chronologically.

Source of title

Title based on content.

File list

UKC.LIB.5	Collections
UKC.LIB.5.1.	Accession lists. – Oct 1915-Dec 2007. Official record of each volume added to the Library. [Series of black books shelved separately.]
UKC.LIB.5.1.1	Accession lists. – Accession nos. 1-5,000. – Oct 1915-Jul 1931. [Bound volume shelved separately.]
UKC.LIB.5.1.2	Accession lists. – Accession nos. 5,001-10,000. – Jul 1931-Mar 1932. [Shelved separately.]
UKC.LIB.5.1.3	Accession lists. – Accession nos. 10,001-15,000. – Mar 1932-Aug 1932. [Shelved separately.]
UKC.LIB.5.1.4	Accession lists. – Accession nos. 15,001-20,000. – Aug 1932-Jul 1935. [Shelved separately.]
UKC.LIB.5.1.5	Accession lists. – Accession nos. 20,001-25,000. – Jul 1935-Jul 1939. [Shelved separately.]
UKC.LIB.5.1.6	Accession lists. – Accession nos. 25,001-30,000. – Sept 1939-May 1946. [Shelved separately.]
UKC.LIB.5.1.7	Accession lists. – Accession nos. 30,001-35,000. – May 1946-Oct 1954. [Shelved separately.]
UKC.LIB.5.1.8	Accession lists. – Accession nos. 35,001-40,000. – Oct 1954-Dec 1960. [Shelved separately.]
UKC.LIB.5.1.9	Accession lists. – Accession nos. 40,001-45,000. – Jan 1961-Oct 1966. [Shelved separately.]
UKC.LIB.5.1.10	Accession lists. – Accession nos. 45,001-49,750. – Nov 1966-Jun 1969. [Shelved separately.]
UKC.LIB.5.1.11	Accession lists. – Accession nos. 49,751-54,200. – Jul 1969-Mar 1972. [Shelved separately.]

UKC.LIB.5**Collections**

- UKC.LIB.5.1.12 Accession lists. – Accession nos. 54,201-59,100. – Apr 1972-Dec 1973.
[Shelved separately.]
- UKC.LIB.5.1.13 Accession lists. – Accession nos. 59,101-62,750. – Dec 1973-Dec 1975.
[Shelved separately.]
- UKC.LIB.5.1.14 Accession lists. – Accession nos. 62,751-67,000. – Jan 1976-Jan 1978.
[Shelved separately.]
- UKC.LIB.5.1.15 Accession lists. – Accession nos. 67,001-70,900. – Jan 1978-1980.
[Shelved separately.]
- UKC.LIB.5.1.16 Accession lists. – Accession nos. 70,901-76,800. – Jan 1980-Dec 1983.
[Shelved separately.]
- UKC.LIB.5.1.17 Accession lists. – Accession nos. 76,801-80,500. – Jan 1984-Dec 1986.
[Shelved separately.]
- UKC.LIB.5.1.18 Accession lists. – Accession nos. 80,501-85,450. – Jan 1987-Dec 1988.
[Shelved separately.]
- UKC.LIB.5.1.19 Accession lists. – Accession nos. 85,451-89,900. – Jan 1989-Dec 1991.
[Shelved separately.]
- UKC.LIB.5.1.20 Accession lists. – Accession nos. 89,901-94,000. – Jan 1992-Dec 1994.
[Shelved separately.]
- UKC.LIB.5.1.21 Accession lists. – Accession nos. 94,001-99,500. – Jan 1995-Oct 1999.
[Shelved separately.]
- UKC.LIB.5.1.22 Accession lists. – Accession nos. 99,501-107,550. – Oct 1999-Jan 2003.
[Shelved separately.]
- UKC.LIB.5.1.23 Accession lists. – Accession nos. 107,551-110,150. – Jan 2003-Dec 2004.
[Shelved separately.]
- UKC.LIB.5.1.24 Accession lists. – Accession nos. 110,151-114,350. – Jan 2005-Dec 2007.
[Shelved separately.]
- UKC.LIB.5.1.25 Accession lists. – May 1975-Dec 1976.
[This and the following accession lists are in file folders in boxes.]
- UKC.LIB.5.1.26 Accession lists. – Feb 1977-Dec 1978.
- UKC.LIB.5.1.27 Accession lists. – Jan 1979-Dec 1979.
- UKC.LIB.5.1.28 Accession lists. – Jan 1985-Dec 1986.
- UKC.LIB.5.1.29 Accession lists. – Jan 1987-Jan 1989.
- UKC.LIB.5.1.30 Accession lists. – Feb 1989-Dec 1990.
- UKC.LIB.5.1.31 Accession lists. – Jan 1991-Dec 1991.
- UKC.LIB.5.1.32 Accession lists. – Jan 1992-Dec 1992.
- UKC.LIB.5.1.33 Smith Memorial Library, Alexandra Hall. Accession Book. – 1966.
[Bound black notebook.]
- UKC.LIB.5.1.34 Smith Memorial Library, Alexandra Hall. Paperback Accession Book. – 1966.
[Bound black notebook.]
- UKC.LIB.5.2 Book donations
- UKC.LIB.5.2.1 Book donation. – 1859.
- UKC.LIB.5.2.2 Book donations. – 1984-1987.
- UKC.LIB.5.2.3 Books presented to the library by Thomas B. Akins. MSS. – circa 1809-1891.
[Small bound volume]

UKC.LIB.5

Collections

- UKC.LIB.5.2.4 Books presented to the library by Thomas B. Akins circa. MSS. – 1870.
[Small bound volume]
- UKC.LIB.5.2.5 Book donation thank-yous. – 1973-1988.
- UKC.LIB.5.2.6 Book donation thank-yous. – 1989-1990.
- UKC.LIB.5.2.7 Book donation thank-yous. – 1991.
- UKC.LIB.5.2.8 Book donation thank-yous. – 1992.
- UKC.LIB.5.2.9 Book donation thank-yous. – 1993.
- UKC.LIB.5.2.10 Book donation thank-yous. – 1994. [2 file folders]
- UKC.LIB.5.2.11 Book donation thank-yous. – 1995-1999.
- UKC.LIB.5.2.12 Book donation thank-yous. – 2000-2004.
- UKC.LIB.5.2.13 Gifts to the Library. Notes from Library Committee Minute Book. – 1984-1985.
[2 file folders]
- UKC.LIB.5.2.14 Hibbitts, Dr. John B. – Gift of books presented to the Library. – 1990.
- UKC.LIB.5.2.15 Wiswell, Rev. D. M. – Gift of books presented to the Library. – 1982-1988.
- UKC.LIB.5.3 Catalogue card production.
- UKC.LIB.5.3.1 Catalogue cards production instructions – 1983.
- UKC.LIB.5.3.2 Card Catalogue – Reference Shelves Correspondence, sample cards, and information about the King's Card Catalogue – 1985-1990.
- UKC.LIB.5.4 Catalogues.
- UKC.LIB.5.4.1 Catalogue of books in the Library at King's College in the University of Windsor, 1803 [ms.] (formerly UKC 35; former call number Z 883.K55.G77). – 1803.
- UKC.LIB.5.4.2 Catalogue of books in the Library at King's College in the University of Windsor, 1803. – 1803. [3 photocopies in envelope; former call number Z 883.K55.G77]
- UKC.LIB.5.4.3 Catalogue of books in the Library at King's College in the University of Windsor [MSS]. – 1939. [Formerly UKC 35A; former call number Z 883.K55.C35.1839]
- UKC.LIB.5.4.4 Catalogue of books in the library. Handwritten list with sub-titles including Greek, Latin, and Hebrew. – c.1810.
- UKC.LIB.5.4.5 Catalogue of books collected. – c. 1810.
- UKC.LIB.5.4.6 Collection Guides. – 1984-1986.
- UKC.LIB.5.4.7 "Contemporary Review Index." List of books in alphabetical order by title from the Windsor campus. – c.1873-1900. [Shelved separately.]
- UKC.LIB.5.4.8 King's College catalogue of books [MSS]. – 1856.
- UKC.LIB.5.4.9 King's College Library catalogue of books by Prof. Sumichrast. Three volumes [MSS]. [Formerly Z 883.K55.C35 1871]. – 1871. [Shelved separately.]
- UKC.LIB.5.4.10 Two handwritten catalogues. – n.d.; one is after 1839; the other is a reading list c.1910. – 1839-1910. [In envelope.]
- UKC.LIB.5.5 History of science and technology.
- UKC.LIB.5.5.1 History of science collections – landmarks of science. Book catalogues, conspectus worksheets, photocopies of pages from Books for Teaching the Classics in English, The Classical World. – 1997-1998. [2 file folders]
- UKC.LIB.5.5.2 History of science – bibliographies. Photocopies of pages from Books In Print. – 1996-1997. [2 file folders]

UKC.LIB.5	Collections
UKC.LIB.5.5.3	History and philosophy of science and technology – purchases to consider Correspondence, book catalogues, newsletters, news clippings. – 1996-1997. [2 file folders]
UKC.LIB.5.6	Library videos. Lists of books used in videos made by the Martin Group for the Bicentennial Campaign (1989), and Elaine MacInnis for the multimedia presentation about the Library (2003). – 1989, 2003.
UKC.LIB.5.7	Missing books. – Summer, 1987.
UKC.LIB.5.7.1	Collections assessment – Dalhousie University Libraries Classics overlap with King's. – 1994.
UKC.LIB.5.8.1	Acquisitions and serials – statistics fiscal. – 2001-2002, 2007-2008
UKC.LIB.5.8.2	Magazine subscriptions list. – 1979.
UKC.LIB.5.8.3	Subscriptions. – 1982-1989.
UKC.LIB.5.8.4	Subscriptions. – 1991-1993.
UKC.LIB.5.8.5	Subscriptions. – 1994-1997.
UKC.LIB.5.8.6	Subscriptions. Correspondence, reports, lists all undated. – 1990s.
UKC.LIB.5.8.7	Serials [magnetic tape]. – 1988.
UKC.LIB.5.9	Weeding and rationalization
UKC.LIB.5.9.1	Books transferred to Chemistry and Physics Library from King's. – 1923-1928.
UKC.LIB.5.9.2	Collections rationalization: Acadia and Atlantic School of Theology. – 1986-1999.
UKC.LIB.5.9.3	Collections rationalization: Dalhousie University. – 1995-2002.
UKC.LIB.5.9.4	Collections rationalization: other universities. – 2002.
UKC.LIB.5.9.5	Dalhousie agreement re: technology. – 1991-1994.
UKC.LIB.5.9.6	King's-Dalhousie Library discussions. – 1985.
UKC.LIB.5.9.7	Proposed Scriptural Studies weed, spring. – 1988.
UKC.LIB.5.9.8	General weeding. – 1983-1986.
UKC.LIB.5.9.9	General weeding. – 1988.
UKC.LIB.5.9.10	General weeding. – 1993-1994.
UKC.LIB.5.9.11	Weeding – law, offers to Dalhousie Law Library. Correspondence, photocopies of title-pages. – 1995. [2 file folders]
UKC.LIB.5.9.12	Weeding – papers, correspondence, photocopies of catalogue cards. – 1999. [4 file folders]
UKC.LIB.5.9.13	Weeding project – theology duplicates – proposed studies weeded from UKC and offered to AST 1988. Correspondence, photocopies of catalogue cards. – 1988- 1989. [2 file folders]
UKC.LIB.5.9.14.1	Weeding project – theology duplicates, mostly BR-BS, first list, correspondence, photocopies of catalogue cards. – Spring 1994.
UKC.LIB.5.9.14.2	Weeding project – theology duplicates, mostly BT-BX, second list, correspondence, photocopies of catalogue cards. – Spring 1994.
UKC.LIB.5.9.14.3	Weeding project – theology BR – third list, correspondence, photocopies of catalogue cards. – Spring 1994.
UKC.LIB.5.9.14.4	Weeding project – theology BS – fourth list, correspondence, photocopies of catalogue cards. – Summer 1994.

UKC.LIB.5	Collections
UKC.LIB.5.9.14.5	Weeding project – theology BT – fifth list, correspondence, photocopies of catalogue cards. – Summer 1994.
UKC.LIB.5.9.14.6	Weeding project – theology BV – sixth list, correspondence, photocopies of catalogue cards. – Summer 1994.
UKC.LIB.5.9.14.7	Weeding project – theology BX – seventh list, correspondence, photocopies of catalogue cards. – Summer 1994.
UKC.LIB.5.9.14.8	Weeding project. Correspondence, photocopies of catalogue cards. – Fall 1995-winter 1996.
UKC.LIB.5.9.14.9	Weeding – theological weeding from Special Collection and offers to Atlantic School of Theology. Correspondence, photocopies of catalogue cards, bill of lading. – 1995.
UKC.LIB.5.9.14.10	Weeding – Theological weeding from Special Collection and offers to Atlantic School of Theology. Correspondence, photocopies of catalogue cards, bill of lading. – Winter 1995.
UKC.LIB.5.10	Collections annual reports
UKC.LIB.5.10.2008	Collections annual reports. – 2007-2008
UKC.LIB.5.11	Acquisition correspondence
UKC.LIB.5.11.1	List of instruments - - - presented to the College Library bought of Thomas Jones, Instrument-maker; list includes sextant, quadrants, electrical machine, barometer, balance and weights, artificial horizon; large Mercator chart of the world, mountain barometer. – Undated; c. 1820.
UKC.LIB.5.11.2	Lists of books, instruments . . . In the Library – donation of Wm. Morton – cover page. – c.1825
UKC.LIB.5.11.3	Rivingtons & Cochran, Booksellers & Publishers [London] – List of books ordered by Dr. Cochran and paid for out of the Library Fund. Note at bottom by Wm. Cochran: “When the above mentioned books arrived at the College, no invoice or list came with them. I was present when they were unpacked. There were 364 volumes of all sizes, and I believe corresponded to the foregoing list.” There were 6 copies of most titles, so the books may have been texts for courses. – 31 May 1825.
UKC.LIB.5.11.4	Library inventory [?] Mss. 3 folded pages sewn into pamphlet listing book titles with number of volumes and price for each. Total value £157.2/6. – c.1825
UKC.LIB.5.11.5	List of the former importation of instruments: electrical machine, theodolite, globe, circular instrument. List of the latter importation: includes telescope, electrical machine with extra jar, air pump, 2 Galvanic batteries, magic manthorn, etc. Mr. Morton’s list: sextant, quadrant, mountain barometer, trigonometer, etc. – c.1825.
UKC.LIB.5.11.6	List of books sent to King’s College, Windsor, Nova Scotia [same handwriting as on Rivington & Cochran Booksellers list above]. – 1 May 1825.
UKC.LIB.5.11.7	List of books ordered at Deighton’s Cambridge [15 copies of most titles, including Ludlam’s Rudiments, Playfair’s Euclid, Woods’ Algebra, Bridges’ Plane Geometry, etc.]. Also lists scientific instruments (globes, telescope, microscope, etc.). Document stained and faded. – Jul 1825.
UKC.LIB.5.11.8	Deightons Account for Books – King’s College. – to P. Morton. – 25 Jul 1825.
UKC.LIB.5.11.9	List of books from the Governors of King’s College to Hatchard: total value £357.4 – 2 cases carriage £3.8 less discount: £324.11. – 15 Mar 1819

UKC.LIB.5	Collections
UKC.LIB.5.11.10	Book list – multiple copies of 30 titles (100 Wards Lillys Grammar, 50 Virgil, 50 Horace, etc.). – c. 1820.
UKC.LIB.5.11.11	List of books – multiple copies. – c. 1820.
UKC.LIB.5.11.12	Books required by the Rev. Mr. Twining for the Grammar School, Halifax (30 Wards Lillys Grammar, etc.). – c. 1820
UKC.LIB.5.11.13	List of books recommended by Dr. Cochran to be imported by the Governors of King's College for the use of that College, and the several Grammar Schools of N. Scotia, and N. Brunswick. – c. 1819.
UKC.LIB.5.11.14	List of book titles. – c. 1820.
UKC.LIB.5.11.15	Books wanted for the Library of King's College, Nova Scotia. Dr. Cochran's list of books for K. Coll. Library. – c. 1815.
UKC.LIB.5.11.16	List of books procured by J. Cochran for the Library in 1818 [from J. Hatchard & Son, Booksellers, London. – 1822.
UKC.LIB.5.11.17	Cary's list of Packages. – c.1825.
UKC.LIB.5.11.18	List of books remaining in the Library for sale Oct 1828 – imported by W. Morton. – Oct 1828.
UKC.LIB.5.11.19	Memo of books in the hands of Secy. Of College imported for the use of schools in the Province. – 13 Oct 1825. Classical books delivered by J. W. Nutting to James Cochran, Secretary of King's College (65 volumes).
UKC.LIB.5.11.20	The Lord Bishop of Nova Scotia to J. H. Parker, Oxford: list of book titles and prices. – Jul 1839.
UKC.LIB.5.11.21	Catalogue of books presented in 1839 from the University of Oxford to King's College Nova Scotia, printed at the Clarendon Press, and chiefly after 1815. – 1839. MS.
UKC.LIB.5.11.22	Books with prices suggested by H. Wix for College Library. Miscellaneous [book titles and prices]. – 1839.
UKC.LIB.5.11.23	List of books sent by Henry Wix to King's College. Books forwarded by order of the Lord Bishop of Nova Scotia to John Halliburton for King's College, Halifax. – 31 Aug 1839.
UKC.LIB.5.11.24	List of books (multiples) required for King's College by J. W. Nutting – c.1818
UKC.LIB.5.11.25	List of books proposed by [?] to Board for acquisition. – 26 Nov 1808.
UKC.LIB.5.12	Book conservation
UKC.LIB.5.13	Item reserve request forms. – 1996.

Series 6 Circulation records
1857-2003.
0.65 m of textual records

Administrative history

Circulation is the process by which Library patrons use Library materials. The Circulation desk is the primary point of interaction between Library staff and patrons. Circulation staff members register Library patrons, sign out books to them, and check in borrowed books that have been returned to the Library. They shelve new serials and books and reference materials in the Reading Room and arrange returned books to be shelved in call number order on book trucks. During most shifts, the Circulation desk student will spend an hour shelving a truck of books. When not signed out books, Circ students end-process newly catalogued books and retrieve books requested through interlibrary loan and Novanet Express; they count the number of patrons in the library at designated times of day; and they act as a control at the point of entry to and exit from the Library. Circulation desk staff are responsible for communicating Library procedures to patrons and informing them about changes in open hours. Circulation desk procedures are outlined in the Circulation Manual (UKC.LIB.6.2.2).

From 1857-1923, Library staff maintained handwritten records of circulation and books borrowed. One volume lists books borrowed by Presidents and professors of the College from 1881-1904. From the early 1990s, circulation statistics have been in digital format through an automated system.

Scope and content

Series contains early registers of books borrowed from the Library; circulation reports from the head of circulation to the Librarian, detailing circulation statistics such as patron usage, fees incurred, and loans. There are files pertaining to the implementation of the Novanet system, including correspondence between King's and other Nova Scotia libraries.

Source of title

Title based on content.

File list

UKC.LIB.6	Circulation records
UKC.LIB.6.1	Books borrowed.
UKC.LIB.6.1.1	Books borrowed from the library [MSS]. – 1857-1861. [Shelved separately.]
UKC.LIB.6.1.2	Books borrowed from the library [MSS]. – 1861-1880. [Shelved separately.]
UKC.LIB.6.1.3	Books borrowed from the library [MSS]. – 1904-1923. [Shelved separately.]
UKC.LIB.6.1.4	Books borrowed by the Presidents and Professors. List of new books. [MSS]. – 1881-1904.
UKC.LIB.6.2	Circulation desk materials
UKC.LIB.6.2.1	Circulation desk materials. Food for Fines posters, information for students, database information, information re: online resources, book sale signs, notices to the public, security bulletins etc. – 1990s-2010s.
UKC.LIB.6.2.2	Circulation Manual. – 2001.
UKC.LIB.6.3	Circulation reports.
UKC.LIB.6.3.1	Circulation reports. – 1993-1994.
UKC.LIB.6.3.2	Circulation reports. – 1995-1996.
UKC.LIB.6.3.3	Circulation reports. – 1997-1998.
UKC.LIB.6.3.4	Circulation reports. – 1998-2000.

UKC.LIB.6 Circulation records

- UKC.LIB.6.3.5 Circulation reports. – 2007-2008
- UKC.LIB.6.4 Circulation statistics.
- UKC.LIB.6.4.1 Book of circulation and attendance statistics. – 1963-1979. [Bound volume shelved separately.]
- UKC.LIB.6.4.2 Book of circulation and attendance statistics. – 1979-1983.
- UKC.LIB.6.4.3 Circulation statistics (attendance, books stamped out). – 1983.
- UKC.LIB.6.4.4 Circulation statistics (daytime attendance book). – 1986.
- UKC.LIB.6.4.5 Circulation statistics (attendance, books, staff). – 1987.
- UKC.LIB.6.4.6 Circulation statistics. – 2001-2003.
- UKC.LIB.6.4.7 Circulation statistics. – 1989.
- UKC.LIB.6.4.8 Circulation statistics. – 2007-2008
- UKC.LIB.6.5 Novanet.
- UKC.LIB.6.5.1 Novanet advance implementation correspondence. – 1995.
- UKC.LIB.6.5.2 Novanet correspondence. – 1987-1993.
- UKC.LIB.6.5.3 Novanet Express (Document delivery pilot project). – 1996.
- UKC.LIB.6.5.4 Novanet information for patrons. – 1995.
- UKC.LIB.6.5.5 Novanet pamphlets. – 1992.
- UKC.LIB.6.6 Amicus Services. – National Library of Canada. – 2000.
- UKC.LIB.6.7 Book sales. – 1997, 1998, 2001.
- UKC.LIB.6.8 Bookplates (undated, from new Library). – 1990s – 2000s
- UKC.LIB.6.9 Canadian Association of College and University Libraries. 1973-1987.
- UKC.LIB.6.10 Canadian Book Exchange. – 1984-2002.
- UKC.LIB.6.11 Elaine's notes for annual report. – 1990-1991.
- UKC.LIB.6.12 Interlibrary loans. – 1985.
- UKC.LIB.6.13 Library stamp [broken].
- UKC.LIB.6.14 Overdue notices (no dates, but from the new library). – 1990s-2000s.

Series 7 **Committee records**
1872-2009.
0.5 m of textual records

Administrative history

The series consists of reports and minutes of committees formed for oversight of the Library, as well as those to which the Librarian has belonged. Reports relating to committees that do not pertain directly to the operation of the Library or of which the Librarian is not an ex officio member are in the personnel file associated with the Library employee who belonged to that committee. The series spans two centuries through which committees have had various roles relating to the Library.

Scope and content

Series includes minutes and reports of the Administrative Council, Administrative Management Committee, Aesthetics Committee, Budget Committee, Library Building Committee, Library Committee, and Appointments Committee. These committees either directly relate to the administration of the Library or the Librarian has been an ex officio member of them.

Series arranged alphabetically by committee name.

Source of title

Title based on content.

File list

UKC.LIB.7	Committee records
UKC.LIB.7.1	Administrative Council
UKC.LIB.7.1.1	Administrative Council terms of reference. – 1999-2004.
UKC.LIB.7.1.2	Administrative Council. Reports, meeting minutes, correspondence. – 2001-2002.
UKC.LIB.7.1.3	Administrative Council. Reports, meeting minutes, correspondence. – 2003-2004.
UKC.LIB.7.2	Administrative Management Committee. – 2002-2003.
UKC.LIB.7.3	Aesthetics Committee. [Removed from files of Drake Petersen]. – 2001-2006.
UKC.LIB.7.4	Budget Committee
UKC.LIB.7.4.1	Budget Committee. – 1988-1994.
UKC.LIB.7.4.2	Budget Committee. – 2001.
UKC.LIB.7.5	Library Building Committee; minutes, reports, etc.
UKC.LIB.7.5.1	Library Building Committee. – 1984-1985.
UKC.LIB.7.5.2	Library Building Committee. – 1986.
UKC.LIB.7.5.3	Library Building Committee. – 1987-1989.
UKC.LIB.7.5.4	Library Building Committee. – 1990-2003.
UKC.LIB.7.6	Library Committee
UKC.LIB.7.6.1	Library Committee Report. – 24 Feb 1871.
UKC.LIB.7.6.2	Library Committee Report. – 1872.
UKC.LIB.7.6.3	Library Committee Report – 11 Dec 1913.
UKC.LIB.7.6.4	Library Committee minutes by Mrs. Myrtle Kent. – 1970-1976.
UKC.LIB.7.6.5	Library Committee. – 1977.
UKC.LIB.7.6.6	Library Committee report. – Aug 1977.
UKC.LIB.7.6.7	Library Committee. – 1978-1985.

UKC.LIB.7 Committee records

- UKC.LIB.7.6.8 Library and Archives Committee Minutes. – 2003-2009.
- UKC.LIB.7.7 Provisional Report of the Appointments Committee. – 1981.
- UKC.LIB.7.8 Faculty committee. – 1995-2009.
- UKC.LIB.7.9 Atlantic School of Theology Senate Library Committee
- UKC.LIB.7.9.1 Atlantic School of Theology Senate Library Committee. Part 1, 1985-1986.
- UKC.LIB.7.9.2 Atlantic School of Theology Senate Library Committee. Part 2, 1990-1998.
- UKC.LIB.7.10 Presidential Advisory Committee on residential life. – 2005.

Series 8 **Correspondence**
1800-2011.
0.35 m of textual records

Administrative history

Much of the Library's early history is documented in correspondence. Correspondence from recent decades documents book accessions, book donations, staff appointments, and cooperation with other institutions. Correspondents include members of the Board of Governors, Presidents of the University, and Assistant Librarians.

Scope and content

Series includes early letters discussing the establishment of a library building in Windsor. The earliest records are handwritten, while the latest records are mostly electronic correspondence. The most recent records are from 2011. Correspondence concerns the Library building, book accessions, book donations, and staff appointments.

Source of title

Title based on content.

File list

UKC.LIB.8.	Correspondence.
UKC.LIB.8.Alumni Comm	Undated letter concerning resolution about donations to the Library. – c.1850.
UKC.LIB.8.Barker	Barker, President William. – 2003-2011.
UKC.LIB.8.Belcher	From Andrew Belcher in Halifax to His Excellency Sir George Prevost, Bart., and the Governors of King's College: "Gentlemen, I request your acceptance of a set of Boydell's Shakespeare for the Library of King's College in Windsor in testimony of my high respect and good wishes for that University. – 11 Oct 1820
UKC.LIB.8.Bernard	Bernard, Scrope. Manager of the Library Account. – 1800-1818.
UKC.LIB.8.Bernard.1806	Correspondence b/w Scrope Bernard and Haliburton regarding the new Library building. – 1806.
UKC.LIB.8.Bernard.1808	Letter to C. Uniacke regarding the College Seal. – Aug 1808.
UKC.LIB.8.Bernard.1809	Letter from Bernard to C. Uniacke regarding the new library, the seal, and the new statutes. – 25 Feb 1809.
UKC.LIB.8.Bernard.1810	Correspondence with Secretary Uniacke regarding books purchased in London. – 7 Mar 1810.
UKC.LIB.8.Blowers.1821	Letter from S. Blowers to Dr. Dexter of Harvard thanking him for books. – 7 Dec 1821.
UKC.LIB.8.Bond	Bond, Gillian – Assistant Librarian. – 1993-1995.
UKC.LIB.8.Brookfield	Brookfield, John. Responsible for the library building in Windsor.
UKC.LIB.8.Brookfield.1868	Correspondence between John Brookfield and Dr. Gilpin, and President J. Cochran regarding the new roof for the library July. – Dec 1868.
UKC.LIB.8.Brookfield.1869	Correspondence between John Brookfield and Dr. Gilpin, and President J. Cochran regarding the building of the library. – Jul 1869.
UKC.LIB.8.Chalmers	Chalmers, Patricia – Assistant Librarian. –1989-1993.
UKC.LIB.8.Cobden	Letters concerning University of Columbia visit

UKC.LIB.8.

UKC.LIB.8.Cochran

UKC.LIB.8.Cochran.1814

UKC.LIB.8.Cochran.1819

UKC.LIB.8.Cochran.1820i

UKC.LIB.8.Cochran.1820ii

UKC.LIB.8.Cochran.1820iii

UKC.LIB.8.Cochran.1820iv

UKC.LIB.8.Cochran.1820v

UKC.LIB.8.Cochran.1820i

UKC.LIB.8.Cochran.1827i

UKC.LIB.8.Cochran.1827ii

UKC.LIB.8.Cochran.1856

UKC.LIB.8.Cochran.1867

Correspondence.

Cochran, James – Secretary to the Board of Governors (First, acting secretary, after Uniacke went on leave of absence). – 1810-1831.

29 May 1814 – Letter from J. Cochran to James W. Nutting, Halifax. – 29 May [1814]. “. . . I have shipped on board the Alice . . . The books which you directed me to purchase as my means have reached to - £130 pounds worth . . .” [Stained.]

Letter from James Cochran, London, to [?] – 18 Dec 1819

Letter from James Cochran, Brompton, London, to [?] relative to purchase of Library and school books. – 18 Jul 1820. Letter badly stained and faded.

Copy of letter to James Cochran: “My inclination leads me to say much more on many subjects – but time forbids . . . Give my kindest regards to your brother William.” – 16 Sep 1820.

Letter from [?] in Halifax to Cochran. “My dear Cochran – Altho much occupied and just on the eve of setting out for Windsor where the Govrs of the College assemble on the 20th inst. I will subject myself to such rough handling as I have lately had at yr hands by omitting to reply to your letters . . . I shall however immediately after the meeting write to you as well as to Longmans & Co. informing them of the decision relative to the remainder of the order . . . The Governors at their meeting may come to a determination about making an application to the Government on behalf of our pool old tottering College. – 16 Sep 1820.

Letter from James Cochran in London to James W. Nutting, Secretary to the Governors of the College, received 21 Nov 1820 re school books. Red wax seal with horse. “My dear Nutting, It is well for you that my present state of absolute imbecility prevents my discharging upon you the mass of spleen and ill humour which a variety of untoward matters have made to accumulate in my system at the present time beyond the natural tendency and from which I seldom find relief except in a wholesale discharge upon some of my unfortunate friends. . . My first idea certainly was to furnish all the Books as soon as possible but more mature reflection . . . that grand notion and I left with Longmans directions that in case the remittance should be made in time to furnish the remainder of the Books by the fall . . . – 10 Oct 1820.

To Cochran from Nutting: copy of letter from Nutting to Earl of Dalhousie. – c.1820.

Letter from William Cochran to James Cochran, Secretary of King’s College, re Library Fund. – 1 Jan 1827.

Cochran letter to President of King’s College Dr. Porter re Mr. Morton’s leave of absence and instruments (Halifax). – 2 Apr 1827.

Cochran thank-you letter to Morton for donation of books and instruments. – 6 Apr 1827.

Letter to P. C. Hill of Alumni Association re funding for theological texts. – 4 Apr 1856.

Letter from Librarian to President on engraved letterhead. – 4 Apr 1867.

UKC.LIB.8.

UKC.LIB.8.Cochran.1877

Correspondence.

Cochran, James. Correspondence with C. H Carman re College seal; instruction to deposit it in the Library; includes sketch for seal. – 26 Jul 1877.

UKC.LIB.8.Dalhousie

To Nutting from Earl of Dalhousie re importation of school books: “In pursuance of the directions given me by His Excellency the Earl of Dalhousie, Lt. Gov. of Nova Scotia. – 1820. Red wax seal with two winged horses supporting a shield with crown above.

UKC.LIB.8.Dexter.1810

Mr. Dexter, President of Harvard. Dexter’s correspondence with Blowers regarding the donation of books to the Library. – Oct-Nov 1810.

UKC.LIB.8.Fry, D

Fry, Don. – 1987-1988.

UKC.LIB.8.Fry, M

Fry, Marion. – 1987-1993.

UKC.LIB.8.Galey

Galey, Elaine. – 1986-1990. [See also Elaine MacInnis]

UKC.LIB.8.Godfrey

Godfrey, President. – 1979-1985.

UKC.LIB.8.Granter

Granter, Harry S. – 1956-1981.

UKC.LIB.8.Haliburton

Haliburton, John C., Secretary & Treasurer of Board of Governors, to Bursar. – 4 Nov 1835.

UKC.LIB.8.Haliburton.1820

Letter from [George?] to Haliburton. – c. 1820. “Dear Haliburton, I had almost forgotten to send the inclosed. Be so good as to write to the Bishop on the subject. You may safely authorize him, on the part of the Govrs., to select the Books. Yours truly, [George?]. Letter torn, worm-eaten.

UKC.LIB.8.Haliburton.1839

John Haliburton to Henry Wix, Bookseller, for King’s College: list of book titles and prices. – 31 Aug 1839.

UKC.LIB.8.Hardingham.1839

Letter from J. Hardingham to the Bishop of Nova Scotia re bequest of the late James Putnam to the Library of King’s College [of books to be selected to the value of £100. – 19 Apr 1839.

UKC.LIB.8.Haslam

Letter to President Porter from [Haslam?], Secretary Medical & Physical Society of Calcutta, transmitting Vol. 1 of the Transactions of the Society, requesting that it be presented to the Senatus Academicus for the Library of the King’s College Windsor. – 17 Jan 1826.

UKC.LIB.8.Hatchard.1820i

Letter from Hatchard & Son at 187 Piccadilly: “Mssrs. Hatchard & Son beg leave respectfully to acquaint Mr. Cochran that it is the intention of the publishers of the supplement t the Encyclopedia to complete the work in 14 parts which will form 7 volumes . . .” – 20 May 1820.

UKC.LIB.8.Hatchard.1820ii

Letter from Hatchard & Son at 187 Piccadilly [?] “Mssrs. Hatchard & Son regret that it has not been in their power to procure an earlier answer to Mr. Cochran’s enquiries . . . The above is a list of the prices of the books mentioned in Mr. C’s list, two of them are not yet published . . .” – 20 May 1820.

UKC.LIB.8.How

How, Henry, Professor of Natural History and Chemistry, Proctor and Natural History Curator, and Librarian. – 1872-1879.

UKC.LIB.8.How.1876i

How, Henry: letter to Alumni Association regarding salary for the Librarian. – 10 Jan 1876.

UKC.LIB.8.How.1876ii

How, Henry – correspondence re accessioning books. – 1876.

UKC.LIB.8.Humphrey

Humphrey, J. I. – 1982-1984.

UKC.LIB.8.

UKC.LIB.8.Hunt
UKC.LIB.8.Kent
UKC.LIB.8.McAwley.1842

UKC.LIB.8.Morgan
UKC.LIB.8.Morland

UKC.LIB.8.Nutting
UKC.LIB.8.Oram

UKC.LIB.8.Oram.1879

UKC.LIB.8.Oram.1880
UKC.LIB.8.Parker.1839

UKC.LIB.8.Perkins.1804
UKC.LIB.8.Porter
UKC.LIB.8.Porter.1816

UKC.LIB.8.Porter.1817

UKC.LIB.8.Porter.1820i

UKC.LIB.8.Porter.1820ii

UKC.LIB.8.Pryor.1824

UKC.LIB.8.Sarratt
UKC.LIB.8.SecretaryState
UKC.LIB.8.SecretaryState.
1865
UKC.LIB.8.Secretary of
State.1887
UKC.LIB.8.Smith.G
UKC.LIB.8.Smith.J
UKC.LIB.8.Smith.R
UKC.LIB.8.Starnes
UKC.LIB.8.Trimble
UKC.LIB.8.Trimble.1984
UKC.LIB.8.Trimble.1985
UKC.LIB.8.Trimble.1988
UKC.LIB.8.Valpy

Correspondence.

Hunt, Janet, Assistant Librarian. – 1981-1984.
Kent, Myrtle. Librarian. – 1967-1970.
McCawley, Rev. Dr. George, President. Correspondence with Alumni about book purchasing. – 1842.
Morgan, Graham J., President. – 1977.
Letter from Sir Scrope B. Morland of London to J. W. Nutting, Acting Secretary and Treasurer to the Governors of King's College. – 1 May 1922. Letter faded, badly stained.
Nutting, J. W. to [?] – 18 Mar 1819
Oram, John E. Esq. D.C.L., Bursar, Professor of Mathematics (appointed after How's death; resigned upon his father-in-law's death). Letter to Board of Governors from newly appointed Librarian John E. Oram-Bursar. – 11 Nov 1879.
Letter to Board of Governors re: Library expansion. – 7 Jul 1880.
Letter from J. H. Parker to Bishop of Nova Scotia with books from Oxford. – 1839.
Perkins, Cyrus – letter to Haliburton. – 7 Mar 1804.
Porter, Rev. Dr. Charles. President of King's College. – 1805-1836.
Porter, Charles, President – letter offering his services as Librarian to the Board. – 2 Feb 1816.
Correspondence with C. Martyr about book donated by Lt. Parry on 2 Sep 1817. – 21 Aug 1817.
Letter from Charles Porter to J. W. Nutting with list of books the students are in want of. – 29 Sep 1820.
To the Revd. Dr. Porter, President of the King's College, Windsor, Nova Scotia – cover page re importation of school books in 1820. – 1820.
Pryor, John, Acting Senior Librarian 1824-? – letter to Pres. Cochran re receipt of four quarto volumes from Mr. Cawley. – 8 Nov 1824.
Sarratt, Patricia, part-time librarian. – 1982-1983.
Canada Secretary of State.
Letter from Canada Secretary of State re Board's letter of thanks for Prince Albert's speeches that were sent to the Library. – 24 Jul 1865.
Canada Department of Secretary of State re donation to Library from Under Secretary. – 14 Nov 1887.
Smith, Gerry, Bursar. – 1991-1995.
Smith, J. S. to Haliburton – 1853
Smith, R. E. N. – 1976-1978.
Starnes, Colin, President. – 1993-2003.
Trimble, Jane, Assistant Librarian
Trimble, Jane. – 1983-1984.
Trimble, Jane. – 1985.
Trimble, Jane. – 1986-1988.
Arrangement for binding the Greek Thesaurus. – 20 Jun 1823.

UKC.LIB.8.

UKC.LIB.8.Wix.1839i

UKC.LIB.8.Wix.1839ii

UKC.LIB.8.Wix.1839iii

UKC.LIB.8.Wix.1839iv

UKC.LIB.8.Wix.1840

UKC.LIB.8.Wix.1845

UKC.LIB.8.1

UKC.LIB.8.2

UKC.LIB.8.3

UKC.LIB.8.4

Correspondence.

From Wix, London: Sir, By direction of the Lord Bishop of Nova Scotia, I forward the bill of lading of three cases of books destined to you for the King's College, Nova Scotia. I send also a bill of lading for a separate case for the Episcopal library: this case is directed to the Lord Bishop of Nova Scotia . . . – 7 Sep 1839.

Memoranda from Henry Wix, Bookseller with reference to books . . . by the Bishop of Nova Scotia and not now forwarded . . . – c.1839.

Letter from Henry Wix to Bishop of Nova Scotia re: Young-Herschell etc.. – 31 Aug 1839.

Letter from Henry Wix to [?] re Young Lectures. – Sep 1839.

Letter from Henry Wix to Bishop of Nova Scotia respecting College books. – 25 Jun 1840.

Henry Wix, Book Agent, London. List of books ordered; correspondence. – 18 Jun 1845.

Minutes of panel for recommending theological works for the King's Library – Correspondence. – 1975-1977.

Postcards from former student assistants. – 1997-2004.

Christmas cards. – 1980s-2000s. [2 file folders]

Research – Miscellaneous. – 1983-1989

Series 9 **Special Collections records**
1797-2008.
0.25 m of textual records

Administrative history

The history of the Library's Special Collections dates from the founding of the University, when the Library was referred to as the Library Hall and Museum. The Museum was part of Convocation Hall, built in Windsor around 1865 to house the Library. It consisted of a series of "curiosities" and rare books that were donated to and collected by the College. The design of the new Library, opened in Halifax in 1991, includes both a gallery and Archives.

Special Collections

Bicentenary sketches and early days of the church in Nova Scotia by C. W. Vernon ; with an introduction by the Lord Bishop of Nova Scotia and a chapter on King's College by Canon Vroom. Halifax, N.S. : [Church of England Institute?], 1910. BX 5614 V53 1910

A Brief History of King's College by Rev. Canon Vroom, D.D. (pp.25-26):

"The Library of the College is an exceedingly valuable one and rich in bibliographical treasures. In 1799, Mr. John Inglis was sent to England to purchase books and obtain benefactions, and he brought back 840 volumes, including gifts from the University of Oxford, and the trustees of the British Museum and from private individuals. Since that time, it has received many valuable legacies and gifts, the most notable of which are those of Dr. Thomas B. Akins, the greatest book-collector of the Province, Rev. Dr. McCawley, for many years President of the College, Rev. George W. Hodgson, and Rev. Edward Ansell. There are no less than 18 volumes from the celebrated Aldine Press, 20 Elzevirs, 16 from the press of the Stephens. The Coberger Bible of 1475 is perhaps the only copy on the Continent. The Boydell Editions of Shakespeare and Milton are very rare, as are the black-letter edition of Chaucer of 1687 and an editio princeps of Milton's Paradise Lost. The publications of the Record Commission, in 84 volumes, presented in 1835, are probably the only ones in Canada."

Scope and content

Series consists of documents relating to the Library's Special Collections, including correspondence, catalogue cards, book lists, valuations and retrieval requests for non-circulating materials. Many of the files were originally among Assistant Librarian Patricia Chalmers' curatorial files. The series spans the entire history of the College, with correspondence relating to donations made during the early years of the Library.

Source of title

Title based on content.

File list

UKC.LIB.9	Special Collections
UKC.LIB.9.1	Printed books – Aldine Imprints. Correspondence, photocopies of catalogue cards. – 1995-1996.
UKC.LIB.9.2	Bookbinding. Photocopies of bindings, notes on photocopies, correspondence, photocopies of pages from <i>The History and Power of Writing</i> , <i>Calendar</i> entry for Handbound Books II class, bibliographies, photocopies of pages from <i>Manuel de l'amateur de reliure armorieés</i> . – 1925-1999. [2 file folders]
UKC.LIB.9.3	Dr. Bray.
UKC.LIB.9.3.1	Dr. Bray and Associates. Correspondence, pamphlets, news clippings, list of Bray libraries, photocopies of minutes. – 1797-1980.

UKC.LIB.9	Special Collections
UKC.LIB.9.3.2	Bray Collections. Correspondence, copy of text for web page, questionnaire for National Library, donation announcement, photocopy of pages from Sketches of the Old Parish Burying Ground of Windsor, Nova Scotia, photocopies of catalogue cards. — 1889-2003. [2 file folders]
UKC.LIB.9.4	Special Collection catalogues.
UKC.LIB.9.4.1	Catalogue of the Akins Cabinet, University of King's College. — 1872-1873.
UKC.LIB.9.4.2	Catalogue of Books of the 15 th and 16 th Century. — 187?.
UKC.LIB.9.5	Cuneiform tablet. Correspondence. — 1873-1989.
UKC.LIB.9.6	<i>Flora Danica</i> . Correspondence, photocopies of pages from Taxonomic Literature, and from The Royal Work Flora Danica, excerpt from Connoisseur magazine. — 1990-2000.
UKC.LIB.9.7	French theology — 17 th and 18 th centuries. Correspondence, photocopies of pages from Epilogue, copies of Epilogue, web-page obituaries of M. Bruno Neveu, draft of lecture, list of books displayed, photocopies of catalogue cards. — 1989-2001. [2 file folders]
UKC.LIB.9.8	Haliburton collection. Bookplate, correspondence, photocopies of catalogue cards, list of Haliburton books. — 1974-1988.
UKC.LIB.9.9	Incunabula. Photographs, bibliographies, photocopied pages from <i>The Papers of the Bibliographical Society of America</i> , <i>RBMS Newsletter</i> , and <i>The Record</i> , A Catalogue of Fifteenth-century Printed Books in the University of King's College Library. — 1973-1991.
UKC.LIB.9.10	Kingdon Library (photocopied 1907 material). Questionnaire from National Library, news clippings, photocopies of pages from Canadian Journal of Theology and The Record, correspondence, memos, excerpt from Tidings, photocopies of the Trinity Church Catalogue of Bishop Kingdon Library. — 1907-1985. [2 file folders]
UKC.LIB.9.11	Louisbourg book: Locke, John. <i>Essai philosophique</i> . (photocopied material from 1980). Correspondence, biographical notes on Otto Weeks, photocopies of pages from The Dalhousie Review, Nova Scotia Historical Review, South Carolina Historical Association. — 1980-1996.
UKC.LIB.9.12	Manuscripts
UKC.LIB.9.12.1	Manuscript correspondence — Library of Congress. Correspondence, description of MS. — 1931-2000.
UKC.LIB.9.12.2	Manuscript: Ethiopian, <i>Mezmur Ze Dawit</i> . — Printouts from web-page Afromet, correspondence, catalogue records. — 1990-2003.
UKC.LIB.9.12.3	Manuscript: French book of hours, <i>Horae Beate Virginis Mariae</i> . Correspondence, gift and loan agreements. — 1987-2002.
UKC.LIB.9.12.4	Manuscript: Spanish, <i>Paradisus Monacharum</i> . Summary description of MS, correspondence, photocopies of pages from Tidings. — 1990-1993.
UKC.LIB.9.13	Medley Library — John Medley, Bishop of Fredericton. Correspondence, news clipping, photocopies of pages from The New Brunswick Anglican. — 1998-2000.
UKC.LIB.9.14	Oldest book. Correspondence, photocopy of catalogue entry. — 1973.
UKC.LIB.9.15	Receipt for books etc. stored in Eastern Trust Co. — 1926.
UKC.LIB.9.16	Requests for non-circulating material retrievals.
UKC.LIB.9.16.1	Request for non-circulating material retrievals. — 1992.
UKC.LIB.9.16.2	Request for non-circulating material retrievals. — 1993.

UKC.LIB.9	Special Collections
UKC.LIB.9.16.3	Request for non-circulating material retrievals. – 1994.
UKC.LIB.9.16.4	Request for non-circulating material retrievals. – 1995.
UKC.LIB.9.16.5	Request for non-circulating material retrievals. – 1996-1997.
UKC.LIB.9.16.6	Request for non-circulating material retrievals. – 1997-1998.
UKC.LIB.9.16.7	Request for non-circulating material retrievals. – 1998-1999.
UKC.LIB.9.16.8	Request for non-circulating material retrievals. – 1999-2000.
UKC.LIB.9.16.9	Request for non-circulating material retrievals. – 2000-2001.
UKC.LIB.9.16.10	Request for non-circulating material retrievals. – 2001-2002.
UKC.LIB.9.16.11	Request for non-circulating material retrievals. – 2002-2003.
UKC.LIB.9.16.12	Request for non-circulating material retrievals. – 2003-2004.
UKC.LIB.9.16.13	Request for non-circulating material retrievals. – 2004-2005.
UKC.LIB.9.16.14	Request for non-circulating material retrievals. – 2005-2006.
UKC.LIB.9.16.15	Request for non-circulating material retrievals. – 2007-2008.
UKC.LIB.9.17	Shatford Library. (photocopied material from 1936). Correspondence, photocopies of pages from Board of Governors' minutes. – 1936-1985.
UKC.LIB.9.18	Slave-owned book. Handwritten notes, photocopies of catalogue card, bookplate, title-page. – 2000.
UKC.LIB.9.19	Short Title Catalogue of King's College books. – 1641-1700.
UKC.LIB.9.20	Finck vases.
UKC.LIB.9.21	Facsimile project for china collection. – 1999.
UKC.LIB.9.22	Weldon collection. – 1899-2003.
UKC.LIB.9.22.1	Weldon collection – cataloguing. Documentation of the pieces, memos, displays tags, a print portrait of Susannah Weldon. – 1899 (photocopy) to 1980.
UKC.LIB.9.22.2	Weldon collection – publications. Magazines, news clippings, photocopies of books. – 1970-1996.
UKC.LIB.9.22.3	Weldon collection – correspondence. – 1970-1996.
UKC.LIB.9.22.4	Weldon collection – Marie Elwood. Publications, biographies. – 1950-2003.
UKC.LIB.9.23	Valuations. Printouts from abebooks.com; photocopies of catalogue cards; collections insurance brochure from Canadian Museums Association; Sotheby's Market Reports. – 1988-2002.
UKC.LIB.9.23.1	Valuations. – 1987-1988.
UKC.LIB.9.23.2	Valuations. – 1989.
UKC.LIB.9.23.3	Valuations. – 1990.
UKC.LIB.9.23.4	Valuations. – 1991-1998.
UKC.LIB.9.23.5	Valuations. – 1999.
UKC.LIB.9.23.6	Valuations. – 2002-2004.

Series 10 Displays, exhibits and presentations

1957-2009.

0.25 m of textual records

Administrative history

Over its two centuries of existence, the Library has amassed many treasures, mostly through donations. Most of these items have been housed in the King's Archives since the Library & Archives building opened in 1991. Some items are on permanent display and others appear on a rotating basis. The Library occasionally lends items to be displayed by other institutions, such as the Dalhousie Art Gallery, the Art Gallery of Nova Scotia and the Canadian War Museum.

Scope and content

Series includes materials related to displays, as well as pamphlets and brochures published by the Library for past exhibitions. The series ranges from Library tours conducted in 1957 to academic presentations from 2009.

Source of title

Title based on content.

File list

UKC.LIB.10	Displays, exhibits and presentations
UKC.LIB.10.1	Library tours and displays. Display cards, lists of manuscripts and incunabula, drafts of CLA presentation, lecture notes, photocopies of pages from <i>A Concise History of Canadian Painting</i> . – 1957-1985.
UKC.LIB.10.2	Displays
UKC.LIB.10.2.1	Displays: Campaign-related. Lists of rare books displayed, invitation list, invitation, synopses of collections, drafts for campaign brochure, campaign brochure. – 1989.
UKC.LIB.10.2.2	Display: Our Generous Donors. – Facsimiles, photographs, lists of books, bookplates, portraits. – 1990s-2000s.
UKC.LIB.10.2.3	Display: Rare books display. – 1973-1974.
UKC.LIB.10.2.4	Display: Rare books display. Reception. – 1989.
UKC.LIB.10.2.5	Display: History of King's display.
UKC.LIB.10.3	Exhibitions
UKC.LIB.10.3.1	Exhibition: Canada Collections the Middle Ages adjacent exhibition, Dalhousie Art Gallery. Pamphlet, program, list of display books, correspondence. – 1987.
UKC.LIB.10.3.2	Exhibition: An Expression of Faith: Sacred Art in Centuries Past – Art Gallery of Nova Scotia. Correspondence, newsletter, photocopy of page from the <i>Daily News</i> . – 1998-2002.
UKC.LIB.10.3.3	Exhibition: Five Centuries of Botanical Illustration – Nova Scotia Museum. Newsletter, loan agreement, news clippings, program. – 1990.
UKC.LIB.10.3.4	Exhibition: From the Middle Ages to the Modern: Musical Aspects of the Permanent Collection. Display cards, museum calendar, correspondence, program. – 1991.
UKC.LIB.10.3.5	Exhibition: Graphic Communication in Early Modern Europe [page photocopied from <i>APLA Bulletin</i>]. – 1992.
UKC.LIB.10.3.6	Exhibition: The Loyal Americans, Canadian War Museum. Correspondence, list of items loaned. – 1982.

- UKC.LIB.10** **Displays, exhibits and presentations**
- UKC.LIB.10.3.7 Exhibition: Mozart By the Sea Festival (cancelled). Correspondence, festival program, news clipping. – 1990-1991.
- UKC.LIB.10.3.8 Exhibition: Rich in Interest and Charm: The Architecture of Andrew Cobb, Art Gallery of Nova Scotia. Conservation records, correspondence, loan forms, exhibition write-up, receipt, display labels, copy of Art Gallery of Nova Scotia *Journal*. – 1990-1991.
- UKC.LIB.10.3.9 Exhibition: Specimens of China. Loan agreement, exhibition description, promotional material. – 1983-1986.
- UKC.LIB.10.3.10 Exhibitions, miscellaneous. – 1987-1990.
- UKC.LIB.10.4 Presentations
- UKC.LIB.10.4.1 Presentations to academic classes. – 1990-2009. Lists of items shown.
- UKC.LIB.10.4.2 Presentations to outside groups. – 1988-2005. Lists of items shown.
- UKC.LIB.10.5 Visits by special guests
- UKC.LIB.10.5.1 G-7 spouses' visit. – 1995.
- UKC.LIB.10.5.2 National Librarian's visit. – 1999.
- UKC.LIB.10.6 Special Collections progress reports
- UKC.LIB.10.6.1 Progress reports. – 1993-1999.

Series 11 **Reference statistics**
1996-2004.
0.25 m of textual records

Administrative history

For some years, Library staff maintained a presence at a reference desk in the Library Reading Room. The statistics, maintained by Library staff who worked on the reference desk, were handwritten records of daily interactions, circulation, special collections, and bibliographic information.

Scope and content

Series consists of statistics maintained during periods when the Library had designated reference assistance available.

Source of title

Title based on content.

File list

UKC.LIB.11	Reference statistics
UKC.LIB.11.1996	Reference statistics. – Jan-Apr 1996.
UKC.LIB.11.1997	Reference statistics. – Academic year 1996-1997. [2 file folders]
UKC.LIB.11.1998	Reference statistics. – Academic year 1997-1998. [2 file folders]
UKC.LIB.11.1999	Reference statistics. – Academic year 1998-1999.
UKC.LIB.11.2000	Reference statistics. – Academic year 1999-2000. [2 file folders]
UKC.LIB.11.2001	Reference statistics. – Academic year 2000-2001. [2 file folders]
UKC.LIB.11.2002	Reference statistics. – Academic year 2001-2002.
UKC.LIB.11.2003	Reference statistics. – Academic year 2002-2003. [2 file folders]
UKC.LIB.11.2004	Reference statistics. – Academic year 2003-2004. [2 file folders]
UKC.LIB.11.2008	Reference statistics. – Academic year 2007-2008.

Series 12 The new Library & Archives building

1959-2009.

0.7 m of textual records

Administrative history

In the years immediately after the University's move from Windsor to Halifax, the Library was housed in a series of non-permanent locations, including the third floor of the main building and parts of the Alexandra Hall women's residence. Throughout this period, there were fund-raising efforts to build a library on the Halifax campus. Between 1982 and 1987, there were at least 13 attempts to fit the Library into existing space on campus. In 1987, a large portion of the King's 200 funds and funds from the Bi-Centennial Campaign were designated for the construction of a new library building, with government expected to pay for half of the construction. By 1988, discussions were underway regarding the best way for the new King's Library to complement the joint Dalhousie-King's library system. In 1989, King's considered various library designs presented by Duffus Romans Kundzins Rounsefell Architects Limited. Roy Willwerth's plan was accepted and construction of the Library began in 1990. The new Library was officially opened on 14 May 1991.

Scope and content

Series consists of records relating to the Library's physical premises and the planning and construction of the present Library & Archives building that opened in 1991. Series contains building proposals and plans, publicity relating to the new Library, correspondence and reports relating to construction of the Library and Archives building. It includes articles about the Library, manuals and information about furnishings and equipment, and reports detailing the planning, logistics and legal aspects of the Library move. Architectural drawings of the Library are in the University of King's College architectural records collection, UKC.ARCH.

Source of supplied title

Title based on content.

File list

UKC.LIB.12	The new Library
UKC.LIB.12.1	New Library articles and publicity.
UKC.LIB.12.1.1	Articles on King's Library. <i>Tidings</i> , summer 1983, fall/winter 1983; 1975 newspaper article about library treasures; King's open-house 1973 information; <i>Halifax Herald and Mail Star</i> July 1959 article, <i>The Record</i> . – 1959-2009. [3 file folders]
UKC.LIB.12.1.2	New Library – Publicity – internal; correspondence, news clippings from Dalhousie and King's publications, <i>The Watch</i> , <i>The Gazette</i> , press releases, <i>Tidings</i> . – 1980s-1990s.
UKC.LIB.12.2	Library construction
UKC.LIB.12.2.1	Construction – Duffus, Romans, Kundzins, Rounsefell Architects Limited. – 1988-1991.
UKC.LIB.12.2.2	Library construction. – c.1992.
UKC.LIB.12.3	Library funding
UKC.LIB.12.3.1	Library funding, Anglican Divinity Portion. – 1973-1986.
UKC.LIB.12.3.2	Library funding, Capital Assistance Request Forms. – 1988.
UKC.LIB.12.3.3	Library fund-raising, development [formerly a Wayne Hankey file]. – 1983-1989.
UKC.LIB.12.3.4	Library funding: Friends of King's, New York. – 1985.
UKC.LIB.12.3.5	Library fund-raising: government. – 1985-1987.

UKC.LIB.12	The new Library
UKC.LIB.12.3.6	Library funding: Windsor Foundation grant application, University of King's College Library Project. – 1988.
UKC.LIB.12.3.7	Library fund-raising: ideas meeting. – 1984.
UKC.LIB.12.3.8	Library sketches of the Alumni Reading Room and Entrance for fund-raising — Internal Planning, undated. – early 1990s.
UKC.LIB.12.3.9	Photo of Library sketch (front view). – early 1990s
UKC.LIB.12.4	Furnishings and equipment
UKC.LIB.12.4.1	New Library — Equipment. Correspondence, Capital Cost, Equipment list, Pricing quotes. – 1987-1992. [2 file folders]
UKC.LIB.12.4.2	Replacement Equipment and Furniture. – 1995.
UKC.LIB.12.4.3	New Library – Furnishings. Correspondence, Inventory of Furnishings, Description of furnishings, delivery schedule. –1990-1991.
UKC.LIB.12.4.4	Specifications for Furnishings: Duffus Romans Kundzins Rounsefell. – Feb 1991.
UKC.LIB.12.4.5	Plant care. – 1992-2006.
UKC.LIB.12.4.6	Maintenance manuals
UKC.LIB.12.4.6.1	Maintenance Manual, King's College; Detail of fixtures, Alarms, and Distribution. – 1990. [Red binder, shelved separately.]
UKC.LIB.12.4.6.2	Maintenance Manuals for New King's College Library; detail of fixtures, plumbing, drains, heating, chemical equipment, air conditioning. – 1990. [Black binder, shelved separately.]
UKC.LIB.12.4.6.3	Otis P/N Owner's Manual, Hydraulic Elevator. – 1990. [Grey binder, shelved separately].
UKC.LIB.12.4.6.4	Sprinkler Design Installation Manual. – 1989. [Black binder, shelved separately].
UKC.LIB.12.4.6.5	Maintenance contract performance review. – 1999-2001
UKC.LIB.12.5	Legal and insurance
UKC.LIB.12.5.1	Insurance. – 1971-2002.
UKC.LIB.12.5.2	New Library – Legal correspondence, McInnes Cooper; Duffus Romans Kundzins Rounsefell Architects Limited; Patterson Kitz Barristers & Solicitors. – 1989-1991.
UKC.LIB.12.6	Library move
UKC.LIB.12.6.1	Library move. – 1984.
UKC.LIB.12.6.2	Library move. – 1991.
UKC.LIB.12.7	Library opening. – 1991.
UKC.LIB.12.8	Library planning
UKC.LIB.12.8.1	Library planning. – 1963.
UKC.LIB.12.8.2	Library planning – Dumaresq, and core design. – 1984. [2 file folders]
UKC.LIB.12.8.3	Library planning – Tour of rare book collections, Boston, Toronto, Ottawa. – Jul 1984.
UKC.LIB.12.8.4	Library planning – Skyes Beer and internal plans. – 1985-1986.
UKC.LIB.12.8.5	King's College Library – Program Review and Estimate, prepared by Duffus, Romans, Kundzins, and Rounsefell. –1987.
UKC.LIB.12.8.6	Library plans – layouts. – 1987.
UKC.LIB.12.8.7	New Library: space planning. – 1987-1988
UKC.LIB.12.8.8	Library planning – statistics. – 1986-1989

- UKC.LIB.12 The new Library**
- UKC.LIB.12.8.9 Library planning. – Duffus, Romans, Kundzins, Rounsefell. – 1987-1990.
- UKC.LIB.12.8.10 New Library space planning. – 1989-1991.
- UKC.LIB.12.9 Reports
- UKC.LIB.12.9.1 Dr. M. Beckman, Beckman Associates Library Consultants Inc. – 1987.
- UKC.LIB.12.9.1.1 Maritime Provinces Higher Education Committee Library Project Review-preliminary report. – Beckman Associates Library Consultants. – 5 Mar 1987.
- UKC.LIB.12.9.1.2 Submission to Dr. M. Beckman, Beckman Associates preliminary report. – 6 Feb 1988.
- UKC.LIB.12.9.2 Duffus Romans, Kundzins, Rounsefell Architects Limited (DRKR). – 1987-1988.
- UKC.LIB.12.9.2.1 Subsurface Investigation Proposed King's College Library to DRKR. – Jacques, Whitford & Associates (Consulting Engineers). – 2 Apr 1987.
- UKC.LIB.12.9.2.2 Library of Kings College Program Review and Estimate – DRKR. – Oct 1987.
- UKC.LIB.12.9.2.3 Library of Kings College Program Review and Estimate – DRKR. – Feb 1988.
- UKC.LIB.12.9.2.4 TAG Developments Limited: Patterson Kitz, Barristers and Solicitors, Reports and Correspondence with DRKR. – 1989-1990.
- UKC.LIB.12.9.3 Library building reports, Internal.
- UKC.LIB.12.9.3.1 Library building report from W. Hankey to Walter Stewart, Director of School of Journalism. – 4 Dec 1985.
- UKC.LIB.12.9.3.2 Technical requirements for Library prepared by Wayne Hankey and Jane Trimble, adapted to the space configurations provided by the Faculty Building Committee. Approved by Building Committee in joint meeting with the Library Committee. – 9 Jun 1987.
- UKC.LIB.12.9.3.3 Building progress report. – Feb 1990.
- UKC.LIB.12.9.3.4 Library report, on-site visit. – 1993.
- UKC.LIB.12.10 Overview of the [new] King's College Library project. – 1992.

Series 13 Publications
1802-2006.
0.15 m of textual records

Administrative history

The Library issued publications as part of its fund-raising initiatives and the campaign for the new Library building. Some of the brochures are specific to particular sections of the Library, such as the Archives and Special Collections. The Library has also published general information for Library users and visitors. Two 19th-century documents about the history of the library were sent to prospective benefactors in England.

Scope and content

Series consists of all publications issued by the Library from 1802 to 2006. Most of the records in the series are brochures for publicity and fund raising. The publications span the history of the library and include histories published by the College in 1802 and 1874.

Source of title

Title based on content.

File list

UKC.LIB.13	Publications
UKC.LIB.13.1	Brochures
UKC.LIB.13.1.1	Brochure: McCain Gallery Exhibits. – 1992-1993.
UKC.LIB.13.1.2	Brochure: University of King's College Archives general information. – 2006.
UKC.LIB.13.1.3	Brochure: University of King's College Art History Slide Collection. – 1990s.
UKC.LIB.13.1.4	Brochure: University of King's College Library general information. – 1991-1992.
UKC.LIB.13.1.5	Brochure: University of King's College Library general information. – 1998.
UKC.LIB.13.1.6	Brochure: University of King's College Library general information. – 2006. 307 copies. [2 file folders]
UKC.LIB.13.1.7	Brochure: University of King's College Special Collections general information. – 2006.
UKC.LIB.13.2	Donors to Library – biographies. – 1892-1996 (photocopied material from 1892). Correspondence, photocopies of pages from <i>Dictionary of Canadian Biography</i> , <i>APLA Bulletin</i> , <i>Acadiensis</i> , <i>Journal of Education</i> , <i>Dictionary of National Biography</i> , <i>The Record</i> , <i>Tidings</i> , <i>Canadian Who's Who</i> . – 1987-1996. [2 file folders]

UKC.LIB.13**Publications**

- UKC.LIB.13.2.1 Subscribers and Donors to the Library of King's College, Nova Scotia– 1 Jun 1802. (15 copies) Printed quarterfold; donors of cash: Archbishop of Canterbury, Sir John Wentworth, Rev. Charles Inglis, Hon. S.S. Blowers, Richard I. Uniacke, James Stuart, Sir Thomas A. Strange, Alexander Brymer, Lord Bishop of Durham, Henry Thornton, Scrope Bernard, W. Wilberforce, Hon. George Knox, John Wilmot, William Lambert, Hon. Mr. Eardley, Rev. J. H. Mitchell, Culling Smith, W. Waterhouse, Culling Smith Jr. Book donors: Archbishop of Canterbury, Lord Bishop of London, Lord Bishop of Durham, Lord Bishop of Meath, Rev. Dean and Rev. Chapter of Westminster, University of Oxford, Society for Propagation of the Gospel, Trustees for the British Museum, Society for Bettering the Condition of the Poor, Hon. Lord Eardley, Scrope Bernard, Baron Maseres, H. More, William Wilberforce, John Wilmot, Culling Smith Jr., Joseph Planta, R. N. Sykes, T. Cadell, John Guillernarde, Mr. Edwards, Sir J. B. Warren, Rev. Dr. Kipling, Rev. Gilpin, Rev. Dr. Glasse, Rev. Hewlett, Rev. Boucher, Rev. Gray, Thomas Cochran, Captain Talbot, John Gifford, Mr. Buckwoods, J. H. Browne, Rev. Tooke.
- UKC.LIB.13.3 History of the Library. – 1874.
- UKC.LIB.13.4 How to find a Periodical Article. – Jul 1987.
- UKC.LIB.13.5 Information about Library: General. – 1984-2009.
- UKC.LIB.13.6 Library, King's College, Windsor, Nova Scotia: 1802. [London]: Luke Hansard, Printer, Great Turnstile, Lincoln's Inn Fields. – 1802.
- UKC.LIB.13.7 The Library, University of King's College. Open House. – Mar 1973.
- UKC.LIB.13.8 Entries about the Library in the academic *Calendar*.
- UKC.LIB.13.8.1850 *Calendar* entries. – 1856, 1858-1859
- UKC.LIB.13.8.1860 *Calendar* entries. – 1863-1869
- UKC.LIB.13.8.1870 *Calendar* entries. – 1870-1879
- UKC.LIB.13.8.1880 *Calendar* entries. – 1880-1885
- UKC.LIB.13.9 Pamphlet: Library resources for One-Year Journalism students
- UKC.LIB.13.10 A Rare Find: fund-raising campaign for new Library building. – 1989.

