

## Oral History and Folklore Holdings in Provincial and Territorial Government Archives in Canada: A Survey Conducted JoAnn K. Watson

Early in 1991, JoAnn Watson, Head of the Film and Sound Division of the Public Archives of Nova Scotia, undertook a survey of all Provincial and Territorial archives in Canada. The purpose of the survey was "to determine what oral history and/or folklore resources reside in these repositories, the general complexion of the holdings as well as their accessibility." The combined results, to be published in the *Canadian Oral History Journal*, would "provide a useful resource not only for the archival community and its users, but to those actively involved in the fields of oral history and folklore." The survey itself included a questionnaire asking for details of the holdings in each institution.

The specific information requested in the survey was as follows:

1. What is the mandate of your institution?
2. Please state the operational hours of your institution.
  - a) If different from above, please indicate the operational hours for specialized collections.
3. Does your institution acquire sound and moving image documents? Yes/No.
4. Does your institution have a specialized division dealing with sound and moving image documents?
  - a) If so, what is the staff size?
5. Does your institution acquire oral history? If so, please indicate approximate number of hours held.  
Does your institution acquire folklore material? If so, please indicate approximate number of hours held.
  - a) Is there a particular collecting focus (i.e., areas of special interest) which guides your institution's acquisition of oral history material?
  - b) Collecting focus (i.e., areas of special interest) which guides the acquisition of folklore material?
6. Please provide a general description of conditions oral history and/or folklore material must meet to be acquired by your institution.

7. Does your institution create oral history and/or folklore recordings? Yes/No.
  - a) If "yes," why?
  - b) If "no," why not?
8. Indicate which methods of arrangement and description are systematically used in your institution with respect to oral history and folklore material. Please indicate each level used: Collection level; Series level; Item level; Tape transcription.
  - a) Are these methods applied consistently to all oral history or folklore acquisitions? Yes/No.
9. Content analysis.
  - Oral history holdings.
    - What % have been transcribed?
    - What % have been described at the item level?
  - Folklore holdings.
    - What % have been transcribed?
    - What % have been described at the item level?
10. What finding aids currently provide access to and information about your institution's oral history and/or folklore holdings?
  - Accession registers?
  - Descriptive inventories?
  - Thematic guides?
  - Indexes?
  - Other?
11. Please state policies in effect concerning public access to oral history and/or folklore material in your holdings for the following conditions:
  - a) Examination of collections, series or individual "documents";
  - b) Copying of material for private use or study;
    - bb) Please state whether charges are levied by the institution for such copying services. How much are those charges?
  - c) Copying of material for commercial use or publication;
    - cc) Please state whether charges are levied by the institution for such copying services. How much are those charges?
12. What preventive conservation measures are in place with respect to oral history and/or folklore material in your holdings?

All the Archives except for the Northwest Territories Archives responded in detail, some sending along a descriptive brochure or samples of the various forms used by their institutions. The only institution which reported

no holdings of oral history and/or folklore materials was the Provincial Archives of Newfoundland and Labrador. In this particular case, the collection of oral history and folklore is the mandate of the Folklore Archives of Memorial University of Newfoundland and not of the Provincial Archives.

A compilation of the responses, arranged alphabetically by Province and Territory, follows.

## **Alberta**

### *Institution*

Provincial Archives of Alberta  
12845 - 102nd Avenue  
Edmonton  
Alberta  
T5N 0M6  
Tel: (403) 427-1750  
Fax: (403) 454-6629

### *Mandate*

The Provincial Archives of Alberta has a province-wide mandate to acquire, preserve, arrange and describe, and make available documents regardless of physical format that relate to the history and development of Alberta. Acquisition policy has been rationalized to take into account collection policies of other Alberta archival institutions.

### *Hours of Operation*

Tue.-Wed., 9:00-9:00; Thu.-Sat., 9:00-4:30.

### *Sound and Moving Image Documents*

The special division, Audio Visual and Technical Services, has 3 full-time staff.

### *Oral History and Folklore*

The Provincial Archives of Alberta has 2132 reels of oral history and folklore combined (approximately 1420 hours). Oral history and folklore acquisitions must relate to Alberta's history and development. The majority of oral history holdings pertain to homesteading and pioneer life, and in folklore there is a special interest in multicultural material. The Provincial Archives of Alberta did have an oral history program for creating recordings between 1966 and 1980, but due to budgetary restraints and other priorities, it had to be cancelled.

Oral history and folklore material is arranged and described systematically at the collection level, with synopses at the item level, and some tape transcriptions. The methods are applied systematically to all acquisitions. Of the oral history and folklore holdings, 5% have been transcribed, and 90% have been described at the item level.

Finding aids include accession registers, descriptive inventories, thematic guides, indexes (subject and informant), synopses, and *Voice of Alberta: A Survey of Oral History Completed in Alberta up to 1980*, ed. J. Dryden (Edmonton: Alberta Culture, 1981).

There are no restrictions on access to the material, or on copying the material, both for private use or study and for commercial use or publication, unless otherwise stated in the accession agreement. The price charged for copying material varies according to the tape speed used and the length of the recording.

All sound recordings are duplicated onto reel tape (one master/storage copy, one working copy) and stored in environmentally controlled stacks.

## **British Columbia**

### *Institution*

B.C. Archives and Records Service  
655 Belleville Street  
Victoria  
British Columbia  
V8V 1X4  
Tel: (604) 387-1321/387-5885

### *Mandate*

To provide centralized archives and records management services for all government records, and to acquire, preserve and make available records, in all media and formats, of enduring value to British Columbia.

### *Hours of Operation*

8:45-5:30, plus evening and weekend reading room access.

### *Sound and Moving Image Documents*

The specialized division dealing with sound and moving image documents has a staff of 2.

### *Oral History and Folklore*

Approximately 8500 hours of oral history and folklore are held. Folklore holdings account for perhaps 5% of the total. Prior to 1983, the B.C. Archives and Records Service acquired all oral history originating in or about British Columbia. Since 1983, the institution has collected material of province-wide scope not encroaching on other archival institutions, material related to the B.C. government, and material which complements existing holdings. All oral history and folklore material acquired must meet the above criteria. It should also be accompanied by supporting documentation (names, dates, description) and by restrictions/rights documents. All tapes should be adequately labelled and there should be evidence of the research value and adequate sound quality of the material. Since 1983, at the discretion of the archivist, the

institution may record interviews that relate to government or to the acquisition and processing of accessions. For example, in the case of non-government textual records, an archivist might interview the donor or others associated with the donation to gain contextual information. But there is very little time at present to conduct oral history recordings, and none has been done since 1989.

Oral history and folklore material is arranged and described systematically at the collection level (catalogued by AACR2 and LC terms), the series level (catalogued by AACR2 and LC terms when applicable), and the item level (name cards and a computer index to early acquisitions). Tape transcriptions are considered as finding aids for the tapes. These methods are applied consistently to all acquisitions. Approximately 25% of the oral history and folklore holdings have been transcribed, and about 90% have been described at the item level. Finding aids include accession registers (containing basic information), descriptive inventories (the most important aid), indexes, and a card catalogue.

Access to material is open except when closed by donor/interviewer (a very small percentage are closed). Copying of audio tapes and photocopying of transcripts is provided for any purpose, subject only to conditions imposed by the donor/interviewer. The duplicating fee for audio recordings copied to cassette is \$4.00. Custom copying, e.g., \$12.00 for copying to reel tape, is available. The charge for photocopying is 20¢ per page.

All recordings are copied (i.e., mastered) to archival quality reel tape unless the original is on archival quality tape. Clients are allowed access only to reference copies or to copies ordered for private use.

## **Manitoba**

### *Institution*

Provincial Archives  
200 Vaughan Street  
Winnipeg  
Manitoba  
R3C 1T5  
Fax: (204) 948-2008

### *Mandate*

The Provincial Archives identifies, acquires and preserves documents relating to the experiences of Manitoba, and provides regulated access to and information about collections housed by the institution.

### *Hours of Operation*

Mon.-Fri., 8:30-5:00; Wed., 5:30-9:00 p.m.

*Sound and Moving Image Documents*

The Moving Images & Sound (M.I.S.) division has 2 staff members: Head, M.I.S., and Archivist, Oral History.

*Oral History and Folklore*

The Archives holds 1000 hours of oral history. Priority areas in the acquisition of this material are working people, women, native people, arts and heritage, and ethnocultural and minority groups (as stated in the Oral History Grants Program Guidelines). Though it is referred to in the Archives' Oral History Grant Program Guidelines, the Archives does not have an operative definition for folklore and uses "oral history" very loosely to describe records created by interviewers: "Oral History is the tape-recording of interviews with persons, especially those persons whose culture is communicated in an oral form, who participated in, or witnessed, particular events or aspects of Manitoba's history; or the tape-recording of the province's folklore." The material acquired must have background documentation on the reasons/origins of the project, biographical information about interviewees (where appropriate), tape summaries or transcripts (where appropriate). The material must fit into the definitions given in the Oral History Grants Program Guidelines and will not be accepted without agreements between interviewers and interviewees. The Archives does not create oral history or folklore recordings, because resources are prohibitive. The Oral History Grants Program functions as a documentation program. Funding is available to encourage community organizations to undertake their own oral histories.

Oral history and folklore material is arranged and described systematically at the collection level (inventories) and the item level (interview lists). There are both tape transcriptions and detailed summaries of tapes. The methods are applied consistently to all acquisitions. Of the oral history and folklore holdings, 60% have been transcribed and 80% have been described at the item level. Finding aids include descriptive inventories, tape lists and tape summaries.

All material is accessible to the public unless otherwise stated in donor agreements and/or individual agreements between interviewers and informants. Summaries of restricted tapes are not publicly accessible. Copying services for unrestricted tapes are available. There is no charge for the services, whether for private use or study or for commercial use or publication, but researchers must provide blank tapes. All researchers who receive copies for commercial use or publication must sign an agreement stating that they accept responsibility for adhering to copyright and that they supply proper credits where applicable to the donors and the Archives.

Original material is not for public use. Cassette copies are provided for research use.

**New Brunswick**

*Institution*

Provincial Archives of New Brunswick  
P. O. Box 6000  
Fredericton, NB  
E3B 5H1

(902) 453-2122

*Mandate*

To discover, collect, and preserve records having any bearing on the history of New Brunswick.

*Hours of Operation*

Mon.-Fri., 10:00-5:00; Sat., 8:30-5:00.

*Sound and Moving Image Documents*

The Archives has a specialized division, with 1 staff member, dealing with sound and moving image documents.

*Oral History and Folklore*

The Archives has 1200 hours of oral history; the Archives favours collecting folklore material, but none is held at present. The focus of the collection is New Brunswick. There are several areas in which extensive work has taken place, including politics, women's history, material history, and multiculturalism. Oral history and folklore material must pertain to New Brunswick, have a finite restriction if any, and provide substantive research content. Archives staff create oral history recordings to complement textual holdings and to delve into areas where traditional sources are lacking.

Oral history is arranged and described systematically at the collection and item levels; there are tape transcriptions. The methods are applied consistently. Approximately 30% of the holdings have been transcribed, and 50% described at the item level. Finding aids include accession registers, descriptive inventories, thematic guides, and indexes.

Examination of collections, series, or individual "documents" is allowed as long as there is no physical threat to the item. Recently, equipment and staff have been allocated to make conservation copies of audio holdings. Copying of material for private use or study or for commercial use or publication is permitted, as long as there are no restrictions from the donor. The only charge is the cost of the cassette.

The Archives makes conservation copies using real-time dubbing. Tapes are stored in a climate controlled vault. With "new" (more) equipment, new procedures are being developed.

**Newfoundland and Labrador***Institution*

Provincial Archives of Newfoundland and Labrador  
Colonial Building  
Military Road  
St. John's  
Newfoundland A1C 2C9

*Mandate*

To collect, preserve and make available documents pertaining to the history and culture of Newfoundland and Labrador.

*Hours of Operation*

Mon.-Fri.; Summer 9:00-4:30; Winter 9:00-5:00 and Tue./Wed. 6:30-10:00 p.m.; specialized divisions close for lunch.

*Sound and Moving Image Documents*

Acquires moving image documents; specialized division for still and moving images; 1 staff member.

*Oral History and Folklore*

Not part of the mandate. Oral history and folklore are acquired by the Folklore Archives of Memorial University of Newfoundland.

**Northwest Territories***Institution*

Northwest Territories Archives  
Northern Heritage Centre  
Yellowknife  
Northwest Territories  
X1A 2L9

**Nova Scotia***Institution*

Public Archives of Nova Scotia  
6016 University Avenue  
Halifax  
Nova Scotia  
B3H 1W4

(902) 424-6060

Fax (902) 424-0516

*Mandate*

The Public Archives of Nova Scotia acquires, appraises, arranges, describes, conserves and makes available to the public the records of the Government of Nova Scotia having long-term legal, administrative, historical and informational value, as well as the records of individuals,



groups and non-government corporate bodies from the private sector, having archival value.

*Hours of Operation*

Mon.-Wed. 8:30-4:30; Thu.-Fri. 8:30-10:00; Sat. 9:00-6:00; closed Sundays, holidays and holiday weekends.

*Sound and Moving Image Documents*

The Film and Sound Division, which has 2 permanent full-time staff members, acquires, preserves and makes available to the public, Sound and Moving Image documents made by, about and for Nova Scotians deemed to be of lasting archival value.

*Oral History and Folklore*

PANS has approximately 500 hours of oral history and 1400 hours of folklore material deemed to be of lasting archival value. Oral history and folklore material must meet the requirements of the divisional mandate; PANS must be able to establish its provenance as well as its archival value; it must have a high level of completeness; the technical quality must be reasonably good; and the material must be available for research. If restrictions exist, they must be reasonable and time-based; acquisition of support documentation is highly desirable. PANS does not create oral history or folklore recordings, because the creation of such material for inclusion in the collection is outside the purview of its mandate.

Oral history and folklore material is arranged and described systematically at the collection level, the series level, and the item level, with statistical sampling often at this level, but tape transcriptions are provided only if supplied by the donor. The methods are not applied consistently. Of the oral history holdings, 70% have been transcribed and 30% content reported at the item level; of the folklore holdings, 35% have been transcribed and 65% content reported at the item level. Finding aids include accession registers, descriptive inventories, and thematic guides.

Access to collections, series, or individual "documents" is guided by individual donor agreements. Usually most collections are unrestricted for research on the premises. Duplication of material for private use or study or for commercial use or publication is guided by individual donor agreements. PANS charges \$20.00/hr plus GST plus cost of supplies for sound and video duplication.

The material is stored in a secure, climate-controlled vault. Incoming collections are dubbed to 1/4" reel-to-reel tape. A listening copy is provided for researchers. Content reports and/or transcripts (when available) are offered to researchers prior to listening. 1/4" tape spooling is a long-term ongoing project.

**Ontario***Institution*

Archives of Ontario  
77 Grenville Street  
Toronto  
Ontario M7A 2R9  
Tel: (416) 965-4030  
Fax: (416) 324-3600

*Mandate*

As the archival repository for the Government of the Province of Ontario, the Archives of Ontario is responsible for identifying, selecting, acquiring, preserving and making available both public and private archives significant to the history of Ontario.

*Hours of Operation*

Main Reference Room: Mon.-Fri. 8:15-4:30 (staff on duty), Mon.-Fri. 4:30-10:30 p.m. and Sat. 10:00-8:00 (staff not on duty); Sound and Moving Image Reference Room: Mon.-Fri. 8:30-4:30; Special Collections Reference Room (photos, architectural, maps): Mon.-Fri. 8:30-4:30.

*Sound and Moving Image Documents*

The AO has a specialized division, with 2 full-time staff members, dealing with sound and moving image documents.

*Oral History and Folklore*

The AO has 2837 hours of oral history; there is no specific mandate for collecting folklore material, and the number of hours held is unknown. The focus of the collection is oral history and folklore material significant to the history of Ontario. In addition to usual appraisal criteria (evidential value, informational value, uniqueness, age, etc.) and the AO's institutional mandate (material significant to the history of Ontario), the technical quality and physical condition of oral history and folklore material, as well as how the material complements other collections at the AO is always considered. The AO does not create oral history or folklore recordings, because an archives' responsibility is to identify, select, acquire, preserve and make available society's documentary heritage, not to create the record.

Oral history is arranged and described systematically at the item level. The method is applied consistently to all acquisitions. The AO acquires transcripts but does not do transcription for archival material. Approximately 5% of the oral history holdings have been transcribed and approximately 75% have been described at the item level. The percentages for folklore material are not known. Finding aids include descriptive inventories, indexes (in the form of a subject/name card catalogue), and other existing lists which are currently being reformatted to meet standards for descriptive inventories.

Depending on individual donor restrictions and copyright, material is available for examination on the Archives' premises. Again depending on individual donor restrictions and copyright, material may be copied for private use or study. There are no charges levied for copies made in-house. For commercial use or publication, depending on individual donor restrictions and copyright, copies of material may be made either in-house or at an outside production lab, depending on the format. The SMI Portfolio at the Archives of Ontario is capable of making the following copies in-house: open reel audio tape; cassette audio tape; 3/4", 1/2" VHS and 1/2" Beta video cassettes; and phonograph to cassette or open reel audio tape. Researchers requesting copies of sound recordings are asked to provide blank C60 audio cassette tapes.

Sound archives at the AO are stored in acid-free boxes on metal shelves. Constant storage temperatures are low and temperature and humidity are monitored regularly (but there is no temperature/humidity regulated vault). Tapes are always rewound evenly after use. Reference copies are made using the thickest possible tape (to preserve original/masters) on a user-generated basis.

## **Prince Edward Island**

### *Institution*

Public Archives and Records Office  
Box 1000  
Charlottetown  
Prince Edward Island  
C1A 7M4

### *Mandate*

The Public Archives and Records Office serves the entire population of P.E.I. and its institutions by protecting information and archival media which are of fundamental significance in documenting the mutual rights and obligations entered into by its citizens and those whom the people chose to govern and in establishing, maintaining and developing community identities and individual self knowledge.

### *Hours of Operation*

Mon.-Fri.; Oct.-May 8:30-5:00, Thu. 6:30-9:00 p.m. by appointment;  
June-Sep. 8:00-4:00.

### *Sound and Moving Image Documents*

The Archives acquires sound and moving image documents, but has no specialized division.

### *Oral History and Folklore*

The Archives has c. 1000 hours of oral history and 15-20 hours of folklore material. Oral history and folklore material must pertain to

Prince Edward Island or Prince Edward Islanders. There are no clearly stated requirements, but the Archives requests that sound recordings are recorded on archival quality cassette or reel-to-reel tape, that all restrictions and release of information be cleared, and that descriptions of tape content, cue sheets, or transcriptions be included. It is not an institutional priority to create oral history or folklore recordings because of time and financial restraints.

Oral history and folklore material is arranged and described systematically at the collection and item level. These methods are not applied consistently to all oral history or folklore acquisitions. Finding aids include accession registers and indexes.

Public access is permitted to all oral history and folklore material held by the Archives provided restrictions have not been placed on the material by the donor or the Archives. Efforts have been made to supply copies of original tapes, but the user often has access to the original. The Archives will make copies of sound recordings provided no restrictions apply to the material. There is no charge for this service, but the patron is required to supply a blank cassette tape.

Cassette and reel-to-reel tapes are stored in a temperature/humidity controlled environment away from light and magnetic fields. Tapes are rewound annually. Some tapes have been copied and a master tape is retained to reduce wear on the original.

## Québec

### *Institution*

Archives nationales du Québec  
1210, avenue du Séminaire  
Case postale 10450  
Sainte-Foy  
Québec G1V 4N1

### *Mandate*

Conserver et mettre en valeur la documentation historique québécoise; conseiller et soutenir les ministères et organismes gouvernementaux dans la gestion des documents; apporter le soutien nécessaire à la mise en valeur des archives des diverses administrations.

### *Hours of Operation*

Manuscrits, microfilms, bibliothèque: lundi à mercredi, 8h 30 à 22h; jeudi à samedi, 8h 30 à 16h 30; Archives photographiques, iconographiques, cartographiques et architecturales: mardi à jeudi, 8h 30 à 12h/13h à 16h 30; Archives audiovisuelles, lundi à vendredi, 8h 30 à 12h/13h à 16h 30.

### *Sound and Moving Image Documents*

Oui.

*Oral History and Folklore*

2000 heures. Les documents sonores qui contiennent des renseignements significatifs sur la vie politique, économique, scientifique, technologique, sociale et culturelle de Québec.

Les Archives nationales du Québec ne créent pas d'enregistrements concernant l'Histoire Orale ou le folklore, et ce, par manque de personnel. La méthode utilisée pour organiser et décrire le matériel opère au niveau des fonds, au niveau des documents et à celui de la pièce. Cette méthode s'applique systématiquement à toutes les acquisitions.

Quatrevingt-quinze pourcents des documents concernant l'Histoire Orale sont décrits au niveau de la pièce. L'accès aux fonds s'effectue par le biais de registres des additions et par celui de guides thématiques.

Les fonds sont ouverts à tous et les chercheurs peuvent photocopier le matériel s'ils défraient le coût de la photocopie, tous droits réservés. Seul, le personnel bibliothécaire a accès aux originaux.

**Saskatchewan**

*Institution*

Saskatchewan Archives Board  
University of Saskatchewan  
Saskatoon  
Saskatchewan  
S7N 0W0

University of Regina  
Regina  
Saskatchewan  
S4S 0A2

*Mandate*

The Saskatchewan Archives Board is responsible for the preservation of the historical records of all provincial government departments and agencies and also acquires private records, manuscripts, photographs, newspapers, oral history, tape recordings, film and other materials relating to the history of Saskatchewan.

*Hours of Operation*

Mon.-Fri., 10:00-5:00; Sound and Moving Image Section, Mon.-Fri., 10:00-4:30.

*Sound and Moving Image Documents*

The Sound and Moving Image Section has 2 permanent and 1 temporary staff. The great majority of the oral history collection consists of pioneers reminiscing about their experiences settling in the province and why they came. Also there is a large number of interviews with politicians and former politicians about their lives and work in politics.

*Oral History and Folklore*

The Saskatchewan Archives Board has approximately 8000 hours of oral history and 200 hours of folklore. The material acquired must pertain to Saskatchewan people, places and/or events. The Saskatchewan Archives asks donors to include a summary of the tape, a signed agreement form stating the material shall become the property of the Saskatchewan Archives Board and a Visitation Report listing basic information about the interviews. In the early 1980s, the Saskatchewan Archives did have a program designed to create and collect oral history recordings; however, due to budget restraints, this had to be dropped.

Oral history and folklore material is arranged and described systematically at the collection level, but tape transcriptions are available only when provided by the donor. These methods are applied consistently to all acquisitions. Of the oral history holdings, 20% have been transcribed, and 98% of both the oral history and the folklore holdings have been described at the item level. Finding aids include accession registers, descriptive inventories, thematic guides, and indexes.

Nearly all the tapes are open for public access in the reading room of the Saskatchewan Archives. Individual donors can place restrictions on the use of material. Each tape must be considered as a separate entity and its file consulted for restrictions. Unwarranted restrictions by donors are discouraged. The Saskatchewan Archives charges \$3.00 per 60-minute item (oral history interview or folklore piece) to copy, whether for private use or study or for commercial use or publication. Audio cassette tapes are included in the price. Copying rates for other formats vary.

The entire audio-tape collection of the Saskatchewan Archives is stored on shelves in an environmentally controlled stack area protected from fire by a halon gas fire extinguishing system. The oral history interviews in the collection are placed on 60-minute cassettes (reference copy) with back-up reel-to-reel copies (preservation copy).

**Yukon Territory***Institution*

The Yukon Archives  
Box 2703  
Whitehorse  
Yukon Territory  
Y1A 2C6  
Tel: (403) 667-5321  
Fax: (403) 667-4253  
Toll free within Yukon 1-800-661-0408

*Mandate*

The Yukon Archives is responsible for acquiring, preserving, and making available documentary sources related to the Yukon's history, cultures, and development. The Archives also preserves the records of the Yukon Territorial Government as prescribed by the Archives Act.

*Hours of Operation*

Tue.-Fri., 9:00-9:00; Sat., 10:00-6:00.

*Sound and Moving Image Documents*

Sound and moving image documents are the responsibility of the Government Records Archivist and the Accessions Archivist.

*Oral History and Folklore*

The Yukon Archives holds 135 hours of oral history and approximately 69 hours of folklore material (using a definition of "folklore" as recordings of traditional customs, tales, sayings, etc., which are preserved orally). The institution's collecting focus is to preserve materials from the Territory. For oral history materials the Yukon Archives collects items related to experiences in the Yukon or in close bordering areas, such as the western portion of the Northwest Territories, Northern British Columbia, and Eastern Alaska. The institution is interested in collecting accounts of those who participated in the Gold Rush, worked on the Alaska Highway, or tales from those who lived and worked in the region. The same policy is used for folklore recordings except that the collection has a wider geographic focus as a result of the broad area in which native peoples in the region lived. The Yukon Archives is interested in acquiring sound recordings related to native Indian customs, songs, stories, and languages. The acquisition of material is guided by the geographical area, but does include materials from people who spent only a portion of their lives in the area. Occasionally, Yukon Archives staff have been involved in recording oral histories, primarily of prominent Yukon Government civil servants, and also to provide narration for home movies that have been donated to the Archives.

Oral history and folklore material is arranged and described systematically at the collection level, the series level, and the item level. Tape transcription is rarely used. The methods are applied consistently to all oral history and folklore acquisitions. Approximately 7% of oral history holdings and 2% of folklore holdings have been transcribed, and 95% of both oral history and folklore holdings have been described at the item level. Finding aids include accession registers, descriptive inventories, thematic guides, indexes, and lists of translated material.

Researchers are able to listen to tapes in the Archives' sound recording room as long as no restrictions prevent it. Transcripts are available only for some interviews. The Yukon Archives copies tapes

for researchers for their private use and study. The institution is unable to copy tapes that were commercially produced (i.e., that are copyrighted) or those which have restrictions that prevent copying. Where there is a restriction on copying, the researcher can contact the donor for permission to have the material copied by the Yukon Archives for their use. There are no charges for copying, provided a blank tape is supplied. Generally, the Archives does not copy material for commercial use, but would likely consider the request if one were presented. In such cases, donors would be contacted for permission. There are no charges for this service.

Whenever possible the Yukon Archives uses reel-to-reel tapes of 1/4 mil. thickness for master tapes. Sixty-minute cassette tapes are used to produce working copies which can be used by researchers rather than the master copy. Tapes are stored in a humidity and temperature controlled vault in acid-free envelopes inside acid-free boxes. There is an ongoing program to rewind reel-to-reel tapes on a regular basis.