

visit? (Forgetting to ask these obvious questions may lead to immense research frustration.)

2. How are the collections organized? What is the physical arrangement with which you will be dealing and in what format is catalogued material? Is there access to originals and is special permission required to obtain such access?

3. What percentage of holdings are uncatalogued? If accessible, how long will it take to retrieve uncatalogued material? Might it be worth retrieving, or is it in a disorganized state?

4. What level of subject indexing or finding aids has been attempted? Are captions and pictures separated or are the caption cards image-bearing?

5. Will captions be provided with reproductions you order? What are other policies and costs regarding reproductions? Can photocopies be provided? What is the minimum length of time required to process the order?

It may still be difficult to determine how much time is adequate for the task at hand for those engaged in picture research on broad themes and in material history. It may be as well to allow more than seems necessary or is advised by an archivist or librarian, given the quantity of uncatalogued material, and the state of subject indexes, cross-references, and captions in so many picture collections.

This situation might be improved if patrons of picture collections expressed clearly (and in advance) their research interests to the archivist or librarian, and later offered a few constructive suggestions on indexing, captions, and other matters which seem to be of general concern. Thereby, they would be helping one another in a scholarly community and contributing to the increasing importance of pictures in the historical record.

NOTES

1. The institutions visited to date were the following: Newfoundland: Provincial Archives; Provincial Reference Library; Department of Folklore, Memorial University. New Brunswick: Provincial Archives; New Brunswick Museum. Prince Edward Island: Provincial Archives; P. E. I. Heritage Foundation. Nova Scotia: Provincial Archives; Nova Scotia Museum. Quebec: Notman Photographic Archives. Ontario: Provincial Archives; Art Gallery of Ontario; Public Archives of Canada; National Gallery of Canada; Ottawa City Archives; City of Toronto Archives; Metro Toronto Library; Multicultural History Society of Ontario. Manitoba: Provincial Archives. Saskatchewan: Saskatchewan Archives Board, Regina. Alberta: Provincial Archives; Glenbow-Alberta Institute. British Columbia: Provincial Archives; Vancouver Public Library; Vancouver City Archives. New York: Bettmann Archive; New York Public Library; Metropolitan Museum of Art.
2. The project was announced and described more fully in *Research Bulletin* no. 170, "Annotated Illustrations of Domestic Activities in Canada, ca. 1840-1920: A Description of the Project and a Classification Scheme," by Hilary Russell, Parks Canada, December 1981.
3. These will be called "pictures" in this note, notwithstanding that the term is imprecise. Collections of maps, architectural drawings, moving pictures, and so on are not included or considered here.
4. A reproduction print ordered by the researcher will result in the item being catalogued.
5. David Mattison and Sandra Sherman, "Cataloguing Historical Photographs with ISBD (NBM)," *Archivaria* no. 5 (Winter 1977-78), pp. 106-7.
6. Public Archives of Canada, "Descriptive and Subject Cataloguing at the National Photography Collection," 1983. It is intended to "facilitate communication between professionals."
7. Two articles of interest are in the summer 1982 issue of *Art Libraries Journal* 7, no. 2, by Thomas H. Ohlgren, "Image Analysis and Indexing in North America: A Survey," pp. 51-60, and John Sutherland, "Index Collections, Librarians, Users and Their Needs," pp. 41-49.
8. Otto Bettmann, ed., *Bettmann Portable Archive: A Graphic History of Almost Everything, Presented by Way of 3,669 Illustrations Culled from the Files of the Bettmann Archive, Topically Arranged and Cross-Referenced to Serve as an Idea Stimulator and Image Finder* (New York: Picture House Press, 1966), p. 81.
9. Richard J. Huyda. "Photographs and Archives in Canada," *Archivaria* no. 5 (Winter 1977-78), p. 6.

Hilary Russell

Papers Completed in North American Decorative Arts Graduate Course, University of Toronto, 1968-82

The graduate course North American Decorative Arts (FAH-1445), offered in alternate years through the History of Art Program of the University of Toronto's School of Graduate Studies, is taught by Donald B. Webster, Curator of the Canadiana Department, Royal Ontario Museum. The list below includes all papers submitted as a course requirement in the programme, 1968-82. Some of the papers were completed as theses, in accordance with

the thesis requirements of the discipline and department concerned. The papers can be consulted in the library of the Canadiana Department, 100 Queen's Park, 9-12 a.m. and 2-4 p.m. They cannot be borrowed or photocopied.

(Editor's note: The *Material History Bulletin* is interested in publishing similar aids to research for the information of its subscribers.)

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Janet Holmes

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