

# Annual Report to the Conference of Directors of National Libraries Library and Archives Canada – 2013-2014

## Profile

**Country:** Canada

**Library or equivalent national-level organization:** Library and Archives Canada

**Chief Executive:** Hervé Déry, Acting Librarian and Archivist of Canada (until June 22, 2014)

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## Reporting relationship and relevant legislation

Library and Archives Canada (LAC) is an organization of the Government of Canada, and is part of the Canadian Heritage portfolio. LAC brings together the holdings, services and staff of the former National Library of Canada, and National Archives of Canada. The [Library and Archives of Canada Act](#) (the Act) came into force in 2004, and establishes LAC's legislated mandate.

## Organizational overview

Under the Act, LAC is mandated to preserve the documentary heritage of Canada for the benefit of present and future generations; to serve as a source of enduring knowledge accessible to all, contributing to the cultural, social, and economic advancement of Canada as a free and democratic society; to facilitate in Canada co-operation among the communities involved in the acquisition, preservation, and diffusion of knowledge; and to serve as the continuing memory of the Government of Canada and its institutions.

Continuous advances in digital technology have introduced challenges to the business of documentary heritage institutions worldwide. Information is no longer created, distributed, managed and used in the same ways that it once was. LAC is focused on developing innovative approaches to fulfill its legislative mandate in an increasingly digital environment, while at the same time continuing to effectively manage its analogue holdings. LAC's business has three pillars: evaluation and acquisition, stewardship and preservation, and access.

### *Evaluation and acquisition*

LAC acquires published and archival documentary heritage of national significance. These information resources have a profound influence on the way current and future generations of Canadians interpret their past, present and future. LAC evaluates and acquires information resources that are relevant to Canadian society, and to the Government of Canada. By applying selection criteria based on professional practices, LAC ensures that Canadian society is well documented.

LAC acquires Government of Canada information resources of enduring value that are generated by federal departments and agencies. LAC also acquires Canada's published heritage under the [Legal Deposit of Publications Regulations](#), and uses its evaluation and acquisition framework to acquire documentary heritage from private sources.

### *Stewardship and preservation*

Stewardship and preservation are core responsibilities through which LAC ensures the integrity and the authenticity of the documentary heritage it safeguards for the benefit of current and future generations. By developing and using state-of-the-art facilities, tools and expertise; LAC stores, preserves and protects its analogue and digital information resources to prevent their deterioration, and to ensure their long-term preservation. LAC is also committed to developing capacity as a Trusted Digital Repository (TDR) and ensuring that Canada's information resources are preserved electronically throughout their life cycle.

### *Access*

Providing access to documentary heritage means offering Canadians a variety of ways to find and consult LAC holdings. LAC uses modern technologies to help Canadians explore their documentary heritage. It also provides information on its holdings via its website and using various social media channels. LAC provides access to its holdings by making digitized information resources available to Canadians; by developing digital platforms to improve access; by continuing to offer on-site services at its 395 Wellington Street facility in Ottawa; and by working with partners to extend its reach and to make its holdings available to as many people as possible.

### **Key facts and figures**

	<b>2013–2014</b>
<b>Financial resources in thousands of dollars</b>	\$98,316.5
<b>Human resources in full-time equivalents</b>	866

### **2013–2014 Results achieved**

Over 2013–2014, LAC continued the ongoing implementation of new business practices to produce more tangible results for Canadians. LAC also focused on increasing collaboration with documentary heritage communities and partners, and on acquiring the infrastructure and competencies required to manage documentary heritage in a digital environment.

### *Evaluation and acquisition*

Since April 1, 2013, LAC approved twelve new records disposition authorizations to support the acquisition of information created by other federal government departments and agencies. LAC acquired 10,554 linear meters of textual records, and 36,928 items in specialized formats from other departments and agencies. LAC also developed 14 generic valuation tools to support federal recordkeeping, and offered related training to help federal departments and agencies to identify and manage their records of business value, and to identify those of enduring value.

Over this same time period, LAC acquired over 150,000 titles through mechanisms including legal deposit, gifts, and purchases. Also in 2013–2014, LAC initiated dialogue with key Canadian publishing associations to define a way forward for the implementation of a digital commercial legal deposit program based on the digital ingest of publications. LAC also worked to comprehensively harvest the Government of Canada Web domain, and undertook several thematic harvesting projects documenting Canadian society.

LAC made over 70 acquisitions of private archival material from several sources including Canadians of historical significance, and issued approximately \$2.1 million in tax receipts for donated material. In

particular, LAC acquired the Sir John Coape Sherbrooke fonds, featuring a two-part diary about the 1758 siege of Louisbourg in Cape Breton. LAC also acquired a collection of manuscripts, photographs, maps and audiovisual material from former Canadian senator Norman McLeod Paterson, material from Canadian cartoonist Lynn Johnston, as well as manuscripts from novelist and essayist Nancy Huston.

#### *Stewardship and preservation*

In April 2013, LAC published its [\*State of the Holdings Report\*](#) to continue to provide Canadians with information on the state of their documentary heritage. LAC prepared published and archival holdings for the move to its new high-density Collections Storage Facility. Nearly three quarters of these holdings were transferred to the Collection Storage Facility this year, and this work will continue into fiscal year 2014–2015. LAC’s collection of Second World War military files are also being prepared for transfer to this new facility.

LAC continued to implement its important multi-year mitigation strategy for at-risk audiovisual recordings, and installed a new motion picture film scanner to proceed with its motion picture film digitization strategy. LAC migrated more than 23,000 hours of audiovisual recordings to digital formats in 2013–2014, bringing the total hours to 75,000 since the start of the project in 2009. LAC also migrated over 535, 000 files as part of its digital migration strategy to move archival holdings from obsolete physical carriers.

LAC also continued conservation treatments on both priority and at-risk analogue holdings. In 2013–2014, LAC made significant investments to prepare the Canadian Expeditionary Force (CEF) records for digitization as a part of the Government of Canada’s First World War commemoration activities. The Sir John Coape Sherbrooke collection was also conserved and digitized for preservation and access purposes.

Finally, LAC continued its multi-year long-term digital preservation that brings together technology, policy, business procedures and standards. LAC has begun to put in place a contract for a high-level assessment of its TDR. This assessment will provide recommendations for LAC’s TDR roadmap for the coming years. A departmental committee was struck to ensure that employees with in-depth knowledge for LAC’s digital resources are involved in day-to-day management of the TDR project. Focus was also put on training and outreach activities to increase LAC’s internal capacity relative to digital preservation.

#### *Access*

In 2013–2014, LAC’s website continued to be steadily visited with up to 2.3 million unique visits per month. LAC also stayed focused on increasing its social media presence, attracting a total of 2.1 million views on its Flickr website, and more than 92,000 views of its blog. An online immigration toolkit was developed to help clients use LAC tools and resources more effectively. Further, LAC continued to increase the accessibility of its holdings by proactively opening more than 7.2 million pages of formerly restricted government information resources, in line with LAC’s access policy directions.

In terms of digitization, LAC digitized over 10 million images in-house in 2013–2014. LAC’s access-oriented content digitization strategy represents a multi-year plan based on major themes, including military, aboriginal, and politics/government. In 2013–2014, LAC digitized 6.3 million images from microfilm, and more than 28,000 images of finding aids representing high-value digital tools for access. LAC also digitized the Sir John Coape Sherbrooke collection which includes 37 letter books, 71 maps, numerous manuscripts and artworks. This increasing mass of digital content is the backbone of LAC’s digital service delivery model.

Finally, in 2013–2014, LAC continued its process to renew Canada’s National Union Catalogue (NUC) infrastructure. In addition to LAC’s own bibliographic holdings, this critical resource for Canadian libraries contains over 25 million bibliographic records, and access to it represents more than 55% of the visitors to LAC’s website. In consultation with the Canadian library community, LAC launched a process for a modern replacement solution with a view to maintaining this important infrastructure. An open and transparent competitive process was launched to attract vendor interest.

### **Collaboration**

Working in collaboration with the library and archival communities, and with private and not-for-profit partners, is essential to the way that LAC delivers its mandate. In 2013–2014, LAC continued collaborating with Canadiana.org—a Canadian network of public, research and other libraries. Through this arrangement, LAC and its partners have made more than 2.1 million pages of documentary heritage from nearly 80 LAC collections available online. LAC’s work with Ancestry.ca also resulted in numerous important collections being digitized and indexed for access online. These include the 1921 Census of Canada, ledgers of the CEF, Canada House admission books, and Canadian soldier homestead grant registers. Alongside its partners, LAC is vastly increasing its available digital content.

LAC also collaborated with other Government of Canada departments and agencies to advance federal priorities and leverage Canada’s documentary heritage. In 2013–2014, LAC published a [research guide](#) to Holocaust-related material in its holdings in the context of Canada’s contribution to the work of the International Holocaust Remembrance Alliance. LAC also continued collaboration with the Secretariat of the international Arctic Council, a high-level intergovernmental forum that serves to promote cooperation, coordination and interaction among the Arctic States. LAC’s contribution to this initiative is through the development of a recordkeeping and archives management approach for the Council’s permanent secretariat. Finally, LAC’s collaboration with federal government partners to digitize important First World War material is supporting preparations across Canada to celebrate the 150th anniversary of Canada’s founding in 2017.

Finally, in 2013–2014, LAC has continued its work with other international library institutions, by delivering visits, and sharing information and best practices. LAC hosted visits and meetings with the National Library of China, and National Library of Australia, to name a few. LAC also concluded an important [collaboration with Das Bundesarchiv](#) involving the official transfer of a collection of German documents from the First World War to the Federal Republic of Germany. LAC was pleased to have contributed to this repatriation in 2013–2014, and looks forward to future collaborations with other international library and archival partners.