

## Ferrier Collection Progress Report: October 2021

From: Laura VanZant, with assistance from Astrid Chandler

From June to August 2021, Astrid Chandler worked on cataloguing the Jim Ferrier Collection on behalf of the Revelstoke Railway Museum. Her position, Collections Summer Student, was funded by the Government of Canada's Young Canada Works program. This program provides funding to museums so that students may gain practical work experience in the museum field while also providing valuable labour to the museum.



Above: Astrid Chandler, surrounded by the Jim Ferrier collection.

### Current Progress

According to the inventory provided by Doug Mayer, there are approximately 950 documents in the Ferrier Collection. The first step was to sort the documents into categories. This was done by myself prior to Astrid's employment. The documents were described and assigned "Ferrier Numbers" in the Excel sheet. With the assistance of Executive Director Jim Cullen, the individual objects were sorted into categories for storage and description. This ensures that like documents are stored together (i.e. one

tube contains only documents related to baggage cars, rather than baggage cars, flat cars, and passenger cars).

When Astrid began her contract, her job was to sort the physical documents into these categories, assign each document an Object ID, and create a catalogue record for each object. The documents were then rolled together into a single roll (or, in the case of larger collections such as the passenger car floor plans, several rolls), and then stored in numbered tubes. Unfortunately, the tubes did not arrive before the end of Astrid's work term and are currently in temporary tubes.

Astrid also removed duplicate material from the overall collection. Some documents have been photocopied several times, and the quality of subsequent copies is poor. These duplicates will not receive individual Object IDs or be stored with their like-documents at this time. We have not decided how to handle these duplicates.

Astrid greatly exceeded our expectations. We did not anticipate that she would complete the volume of work she managed to do. Astrid created 458 catalogue records in total over the course of 3 months. Some of these records contain multiple documents (i.e. where one large document has been cut into smaller pieces). During her contract, she was able to catalogue approximately half of the total collection.

In addition, she identified over 50 documents that are duplicates and do not require individual cataloguing. This leaves approximately 425 documents remaining to be catalogued. All of the remaining documents have been sorted into categories by Astrid and are ready for cataloguing by the next person.

### **Next Steps**

The immediate next step is to get the rolls of documents into their permanent storage tubes and into the storage racks at CP Station. The Museum has hired an Archival Intern who will take on this small side project. The intern will be cataloguing a small portion of Ferrier documents throughout their contract. The museum has also hired a part-time Archival Student for November to January through the Young Canada Works program. That student will also take on a small portion of cataloguing, in the interest of the project continuing to move forward.

In the summer of 2022 the Museum will be looking to hire another summer student with the sole purpose of working on the Ferrier Collection. We expect that a good student will be able to complete the cataloguing.