# MAIN: Winnipeg General Strike Guide

### **ABOUT MAIN**

The Manitoba Archival Information Network (MAIN) is an online searchable database supported by the <u>Association for Manitoba Archives</u>. MAIN provides access to descriptions of archival material held in various <u>repositories across Manitoba</u>, such as photographs, documents, audiovisual records, and maps, including records related to the Winnipeg General Strike. Users of MAIN should note that it is not a comprehensive database. It does not include all archival repositories across Manitoba, and institutions listed on MAIN may have more content available that is not described on the website.

#### **GLOSSARY**

If you are new to archival research, you may come across terminology that is unfamiliar. Finding aids use specific terms based on archival systems of arrangement and description to ensure the structure of a given group of records is mirrored in the description. This section provides some definitions and information on finding aids and related terminology.

#### Finding aid

A resource that provides a description of a specific group of records. Finding aids come in all shapes and sizes and may provide varying levels of detail. For example, a finding aid might provide general information on a group of records overall, or may go into greater detail, describing individual files or items within a body of records.

#### Collection

Records from various sources brought together intentionally based on a unifying element. For example, the <u>Winnipeg General Strike Collection</u> includes newspaper clippings from various sources, compiled into a scrapbook based on their relation to a common subject – the Winnipeg General Strike.

#### <u>Fonds</u>

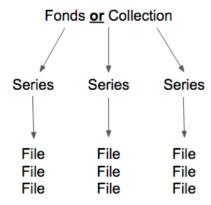
Records created or accumulated by a single creator, such as a person, family, or an organization, through an organic process. For example, the records of the <u>Special Food Committee</u> are part of the <u>City of Winnipeg Fonds</u>, which consists of records created and accumulated by the City of Winnipeg as a result of its municipal and administrative responsibilities.

#### Series

Records within a fonds or collection that share a common subject, activity, format, function, or other type of relationship. Series are usually made up of various files or items and can sometimes have subseries to break down a series into other sub-organizational levels. For example, a "Correspondence Series" could be subdivided into 2 subseries – "Personal Correspondence" and "Work Correspondence".

#### How it all relates

If we compare a group of archival records to a book, the fonds or collection is like the book itself, in its entirety. The series, are like the chapters of the book, and the files are the pages that make up a chapter. The finding aid, in this analogy, is like the table of contents, which helps you find the information you need within the book. The chart below shows how these levels all related to each other.



#### STRIKE RESEARCH IN MAIN

Researchers are able to search for records in MAIN by creator, description, subject, or other access points. Records related to the strike can be searched by subject by <u>clicking here</u>. Descriptions related to strike material held in numerous archives across Manitoba will appear.

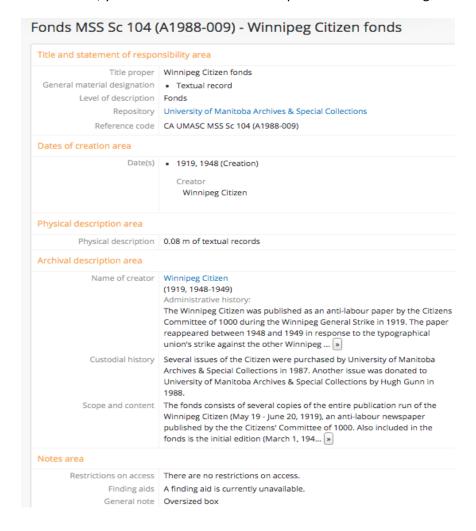


Each search result provides a brief description about the collection and a link to the full description. Clicking on the paper clip icon on the upper right-hand side of each search result will also allow you to save relevant search results to your clipboard for the duration of your search session. Your clipboard can be accessed by clicking on the paper clip icon in the top right-hand corner of your browser, to the right of the search field.



#### **NAVIGATING THROUGH DESCRIPTIONS**

If you click on a search result, you will be directed to a description of the records in greater detail.

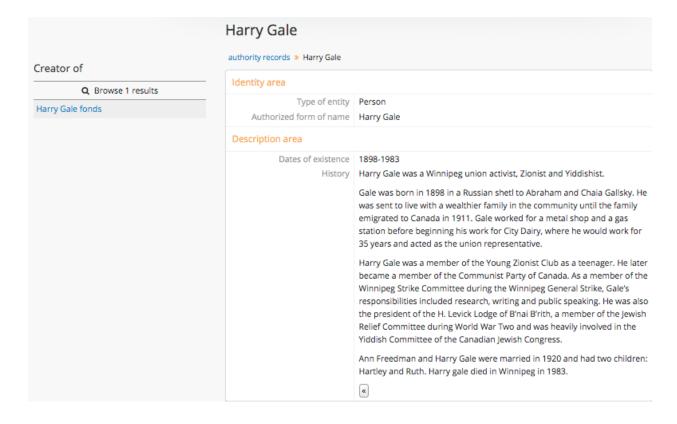


The table below describes useful fields included in each description and what information can be gained from these fields. Note that all finding aids are different and may or may not include the fields below:

Field title	Information provided
Title Proper	The title of the level of description (e.g., Winnipeg Citizen fonds)
General Material Designation	The types of records described (e.g., textual, graphic [photographs], sound recordings, etc.)
Level of Description	The level of description described (e.g., fonds, series, file, item)
Repository	The repository holding the records described – the linked repository name will lead you to their contact information
Reference code	The reference code for the records described. Providing the reference code to the repository with this information will assist them in retrieving the records of interest so they may be accessed.
Date(s)	The date or date range, event type, and creator associated with the records. In the example above, the dates 1919 and 1948 document the "Creation" (the event) of the records included in the fonds, which were created by the Winnipeg Citizen (the creator). Other events include Publication, Accumulation, etc.
Physical Description	The volume of the records described. The example shows that there are approximately 0.08 meters of textual records in this fonds.
Name of Creator	The creator of the records, including an administrative history or biography. The linked creator name leads to the full authority record.
Custodial History	The history of how the records came to the repository that holds them.
Scope and Content	Information on the content of the records being described.
Restrictions on access	Information on any potential limitations to accessing the records. For example, records with sensitive information may not be accessible.
Availability of other formats	This field may indicate whether digital reproductions are available.
Terms governing use, reproduction and publication	Information on any potential limitations to using, publishing or reproducing the records. For example, records that are not in the public domain may be subject to a fee for publication use.
Finding aids	Information on whether a more detailed description is available, either online or at the repository holding the records.
Accruals	Possible additions or "accruals" that may have been made or may be expected in the future. For example, records may have been transferred to a repository all at once, or in many installments over a long period of time. In the case of the latter, each installment would be considered an accrual.

## **Authority Records**

Authority records describe record creators — either persons, families or corporate bodies. An authority record typically provide the name (e.g., the name of a person or a business), the dates of existence of the authority (e.g., date of birth and death), and the history of the authority record (e.g., biography or administrative history). On the left-hand side of the description, a link to related record descriptions will appear where related records exist. For example, the <a href="Harry Gale authority record">Harry Gale authority record</a> below includes a link to the <a href="Harry Gale fonds">Harry Gale fonds</a>, which holds records created and accumulated by the creator.



### **GAINING ACCESS TO THE RECORDS**

Once a relevant collection is located, users can contact the archives where the records are held to arrange access. To obtain the contact information of a given repository, look for the repository field in the description near the top of the page. Click on the repository link.



The repository page will include contact information such as an e-mail address, and a phone number where the archives can be reached to learn more about the records or make an appointment to access the records.

Identifier Authorized form of name Parallel form(s) of name Type	COWA City of Winnipeg Archives and Records Control Branch Winnipeg Archives Municipal
Contact area	
Address	Street address: 50 Myrtle Street Locality: Winnipeg Region: Manitoba Country name: Canada Postal code: R3E 2R2
Telephone	Phone: 204-986-5325
Email	Email: archives@winnipeg.ca
Access area	
Opening times	The City of Winnipeg Archives is open Monday to Friday (excluding holidays) from 8:30 a.m. to 4:30 p.m. Access by appointment is preferred.

If you cannot visit the archives in person due to geographic barriers or mobility issues, you can also inquire about other access options that a given repository may provide. For example, they may offer digitization services and can inform you about digitization specifications and possible service fees. Content may also be available online already, in which case, contacting the institution may point you to digital reproductions.

## **FAQs**

Q: I have questions about the records. Who should I contact?

**A:** Each description in MAIN is linked to the institution that holds the records. By clicking on the link in the Repository field, near the top of the page for a relevant description, you will be brought to a page with information about the repository that stores the records, including how the institution can be reached for questions, or to make an appointment to access the records.

Q: I'm having problems navigating the website. Who can I contact?

**A:** Any questions related to how to use and search MAIN more generally can be directed to the Association for Manitoba Archives' Digital Initiatives Committee at <a href="webmaster@mbarchives.ca">webmaster@mbarchives.ca</a>

**Q:** I clicked a record description related to the Strike, but I'm not sure what the connection to the Strike is, based on the description.

A: Sometimes, records are described more generally. Describing a collection at the item, or even file level can take up a lot of time and resources that some institutions do not have. Consequently, MAIN might only show a collection level description, where the collection may include individual files related to the strike that are not listed in the finding aid or referenced in the collection. If you're not sure how the collection relates to the Strike, you can visit the Resources page on the Unbreakable: Spirit of the Strike website, which provides a list of strike related content and describes in greater detail how the content relates to the strike more specifically. You can also follow-up with the institution that holds the records to find out more.

## **Questions?**

If you have any questions about a finding aid, contact the <u>repository</u> that holds the records. If you have questions about MAIN in general, contact the Association for Manitoba Archives' Digital Initiatives Committee at <u>webmaster@mbarchives.ca</u>.