Volunteering in the Archives

Volunteers assist the Archivist to:

- help researchers and visitors to use and understand archival and reference material
- respond to enquiries
- digitize archival materials and process digital images
- transcribe sound recordings and handwritten documents
- enrich archival descriptions
- create physical and online displays
- create physical and digital resources for school & community outreach

And many more tasks and projects! The Archivist works with each volunteer to match the individual with work that suits their skills, experience, and interests.

Most volunteers like to work on site in the archives 2-3 hours per week, but remote projects and other schedules can be arranged. Volunteers' on site shifts are scheduled during the archivist's working hours on Tuesdays or Fridays.

The archivist is always happy to receive expressions of interest from potential volunteers and career prep/work placement students.





Enquiries & Planning a Visit

The Archives at Municipal Hall (lower level) are open to visitors & researchers in person by appointment in advance during staffed hours, normally on Tuesdays and Fridays 9.30-4.

Drop-in hours: Tuesdays 10-1, via side Archives entrance (facing Fairway Market) or Hall main reception.

Enquiries are also welcome any time by email, phone and post. For all archives enquiries and appointment requests:

Email: archives@oakbay.ca

Tel: 250-598-3290

Post & in person:
Oak Bay Archives
Municipal Hall
2167 Oak Bay Avenue
Victoria, British Columbia V8R 1G2

Archivist: Anna Sander, BA, MPhil, MScEcon

More online

Blog: connect.oakbay.ca/archives

Photos 1: oakbay.ca/archives/photographs

Photos 2: flickr.com/oakbayarchives/

www: oakbay.ca/archives



DISTRICT OF
OAK BAY
ARCHIVES



oakbay.ca/archives

Welcome to Oak Bay Archives!

Oak Bay Archives collects, preserves and provides access to Oak Bay's historical records. Oak Bay Archives was established by the District of Oak Bay in 1994 and serves as the central repository of the community's historical records.

Location: on the lower level of the Oak Bay Municipal Hall.

Oak Bay Archives serves the community by:

- Collecting and preserving Oak Bay's documentary heritage, including historic community records and municipal corporate records
- Providing public access to corporate and community records
- Raising awareness of Oak Bay's history through public education and outreach programs

Donating personal, family, business, or organizational papers:

Please contact the Archivist to discuss potential donations of original historic photographs, family albums, personal papers and other documents relating to the history of Oak Bay and its residents, buildings, businesses and community organizations.

What's in the Archives?

Community records

Records of Oak Bay individuals, families, houses, schools, businesses, and organizations, e.g. letters, diaries/journals, photographs, sketch books and drawings, household accounts, meeting minutes. Our community holdings include, e.g. records of local schools, the Oak Bay Tea Party, authors and historians, and many local families.

Corporate records

Historic (not current) tax appraisal cards for many properties in Oak Bay: usually include date of construction, builder, additions, floor plan. Some have an exterior photograph.

Building permit ledgers 1909-1971

Fire insurance plans showing building and street development, published 1925, updated to 1950

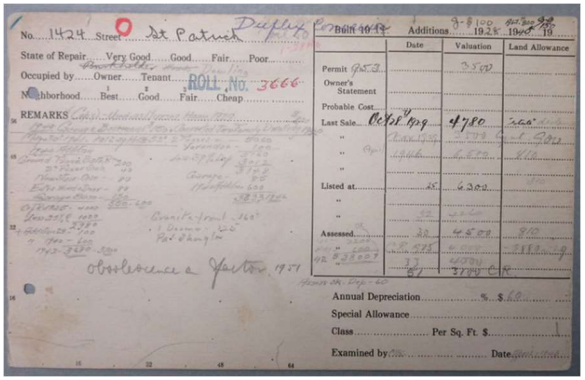
More at oakbay.ca/archives/collections

To request access to current corporate records, see **https://www.oakbay.ca**, then Municipal Hall > Departments > Administration > Freedom of Information requests

Reference collections

Local studies reference works about Oak Bay, Greater Victoria, Vancouver Island and BC history, and Oak Bay's heritage buildings. Greater Victoria city directories 1960s-1998. Online catalogue of published works:

librarything.com/profile/OakBayArchives



Services

Research assistance: the archivist and volunteers can help you identify, locate, access, and understand the records you need, both remotely and in person.

Access: we answer questions about the records, create finding aids (catalogues and research guides), and digitize items from the collections (especially photographs). We are working to post more of our digitized photos and other records online.

Outreach: We work with teachers to provide history and archives content for local schools, and create physical and online displays from the collections in the foyer at Municipal Hall and online via Connect.

