

Nipissing University and Canadore College Archives and Special Collections

Finding Aid - North Bay Teachers' College fonds (F001)

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Language of description: English

Rules for Archival Description (2008)

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North Bay Teachers' College fonds

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Summary information

Repository:	Nipissing University and Canadore College Archives and Special Collections
Title:	North Bay Teachers' College fonds
ID:	F001
Date:	1902-2003, predominant 1909-1974 (date of creation)
Physical description:	1.7 m of textual records 25 photographs 1 corporate desk seal 1 crest patch 1 presentation (ppt)
Language:	English
Dates of creation, revision and deletion:	
Note [generalNote]:	The image linked to this description (north_bay_normal_school_ca1915.jpg) depicts North Bay Normal School circa 1915. The image is from a postcard in the Institute of Community Studies and Oral History (Nipissing University) collection that has not yet been described.

Administrative history / Biographical sketch

Note

North Bay Teachers' College was a training school for teachers in North Bay, Ontario. The college was founded in 1909 and was originally called the North Bay Normal School (the name derives from the teaching "norms" or standards upon which education was based at the time). The North Bay Normal School was the seventh normal school to be established in the province, and the first and only school to be established in Northern Ontario. Through the completion of a one-year course at the school, students (mostly recent high school graduates) could become qualified teachers. The school was located in downtown North Bay at 168 First Avenue West in a two-storey brick building, and was initially headed by A.C. Casselman, principal from 1909 to 1930.

In 1953, the North Bay Normal School was renamed North Bay Teachers' College after a decision by the Department of Education to rename the normal schools to better reflect their purpose as institutions for the professional education of teachers. In September 1972 the college moved from its downtown location to the College Education Centre (today Nipissing University and Canadore College's North Bay campus), which had just been built to house it and three other local colleges: Nipissing College, Canadore College, and Saint Joseph's School of Nursing.

On 1 September 1973, North Bay Teachers' College was formally integrated into Nipissing University College, becoming the new Faculty of Education and ceasing operation as an independent institution.

Custodial history

The records were originally in the custody of their creator, North Bay Teachers' College. When the college was discontinued in 1973 after becoming Nipissing College's new Faculty of Education, it is unclear if the records were transferred to the custody of the Faculty of Education or another office for a period of time, or if they were transferred directly to the College Education Centre Library. At some point the records were transferred to the library, where they remained until 2014, when the Nipissing University and Canadore College Archives and Special Collections was established and the records became part of the Archives' holdings.

Scope and content

Fonds consists of records generated by North Bay Teachers' College while carrying out activities relating to the provision of post-secondary teacher education in North Bay. The fonds documents activities such as administration (including human resources and property management), admissions, and grading of students. The fonds also documents student life through yearbooks, event programs, and student magazines, as well as class reunions of college alumni. Most of the records were created or accumulated during the years of the college's existence (1909-1973), although some records (such as the alumni class reunion booklets) appear to have been added at a later date because they relate to the the college. The fonds is arranged into six series according to documentary form or activity. Several files and items are not part of any series, as they do not relate to a common activity or share a documentary form. Records are mostly textual and principle documentary forms include registers of admissions and grades, yearbooks, academic calendars, and alumni class reunion booklets.

Notes

Title notes

- **Source of title proper:** Title based on the contents of the fonds

Restrictions on access

Access to some files and items is restricted for protection of privacy reasons; see lower levels of description for details.

Other notes

- **Publication status:** Published
- **Institution identifier:** Nipissing University and Canadore College Archives and Special Collections

Access points

- Textual record (documentary form)
- Graphic material (documentary form)
- Object (documentary form)
- Education (subject)
- North Bay (place)

Series descriptions

Series F001-S01: Administration

Date: 1906 - 1973 (date of creation)

Scope and content:

Series documents the administration of the college including course scheduling, the management of staff, students, and property, and the discontinuation of the college. The series is arranged into subject files containing meeting minutes, timetables, oaths, agreements, staff and student lists, and correspondence.

Physical description: 3.8 cm of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)

File / item list

Ref code	Title	Dates	Access status	Container
F001-S01-0010-01	File - Oaths of office, secrecy, and allegiance <u>Physical location:</u> 5/1/1	1948, 1960-1970		0010
F001-S01-0010-02	File - Course timetables <u>Physical location:</u> 5/1/1	1918 - 1941		0010
F001-S01-0010-03	File - Observation and practice teaching timetables <u>Physical location:</u> 5/1/1	1936 - 1937		0010
F001-S01-0010-04	File - Staff meeting minutes <u>Physical location:</u> 5/1/1	1969		0010
F001-S01-0010-06	File - Integration with Nipissing College	1973		0010

	<u>Physical location:</u> 5/1/1			
F001-S01-0010-13	Item - Oaths of allegiance and of office register[Ontario] Department of Education <u>Physical location:</u> 5/1/1	1948 - 1972		0010
F001-S01-0044-01	File - History, title to property <u>Physical location:</u> 5/5/1	1906-1918, 1959		0044
	Item - An historical sketch of N.B.N.S - N.B.T.C. / 1909 - 1959 <u>Physical location:</u> 5/5/1	1959		0044
F001-S01-0044-02	File - Creation of Faculty of Education and discontinuation of North Bay Teachers' College <u>Physical location:</u> 5/5/1	1973		0044
F001-S01-0044-05	File - Staff and student lists <u>Physical location:</u> 5/5/1	1969 - 1971	Access restricted for protection of privacy reasons; please consult archivist. Contains personal information that can only be accessed in accordance with Ontario's Freedom of Information and Protection of Privacy Act.	0044

Series F001-S02: Admissions registers

Date: 1909 - 1958 (date of creation)

Scope and content:

Series documents the admission of new students to North Bay Normal School/Teachers' College from 1909 to 1958. The series contains two types of registers: entrance registers, which cover the period 1909-1958, and signature and address registers, for the years 1909-1945. Entrance registers contain new students' contact and personal information, including any prior teaching experience or training. Signature and address registers contain declarations by candidates for admission that they intend to prepare for the teaching profession, as well as their contact information during the session (academic year). Registers are arranged chronologically.

Physical description: 9.5 cm of textual records (4 registers) ; 48 x 33 cm or smaller

Language of the material:

English

Access points:

- Textual record (documentary form)

Physical condition:

Registers exhibit varying degrees of wear and damage to bindings and covers, from minimal to moderate.

Restrictions on access:

Access to the registers in this series is restricted for protection of privacy reasons; please consult archivist.

File / item list

Ref code	Title	Dates	Access status	Container
F001-S02-NBTC-R01	Item - Normal School - North Bay - Address register [i.e. entrance register] <u>Physical location:</u> 5/2/4	1909 - 1925	Access restricted for protection of privacy reasons; please consult archivist.	5/2/4
F001-S02-NBTC-R02	File - Entrance register - North Bay Normal School <u>Physical location:</u> 5/2/4	1925 - 1958	Access restricted for protection of privacy reasons; please consult archivist.	5/2/4
F001-S02-NBTC-R12	File - Normal School - North Bay - Address register <u>Physical location:</u> 5/2/4	1909 - 1934	Access restricted for protection of privacy reasons; please consult archivist.	5/2/4
F001-S02-NBTC-R13	File - Signatures and addresses <u>Physical location:</u> 5/2/4	1934 - 1945	Access restricted for protection of privacy reasons; please consult archivist.	5/2/4

Series F001-S03: Alumni class reunion booklets

Date: 1988 - 2003 (date of creation)

Scope and content:

Series contains booklets from class reunions of North Bay Normal School and Teachers' College alumni.

Physical description: 3 cm of textual records. - 3 photographs : col. - 1 presentation (ppt)

Language of the material:

English

Access points:

- Graphic material (documentary form)
- Textual record (documentary form)

File / item list				
Ref code	Title	Dates	Access status	Container
F001-S03-0010-10	File - Class of 1939 - 50th anniversary reunion <u>Physical location:</u> 5/1/1	1989 - 1990		0010
F001-S03-0010-11	File - Class reunion booklets - Classes of 1946-1965 <u>Physical location:</u> 5/1/1	1991 - 2003		0010

Series F001-S04: Calendars

Date: 1960 - 1974 (date of creation)

Scope and content:

Series consists of files of academic calendars published by the Ontario Department of Education for the Ontario teachers' colleges. Calendars contain information including college addresses, staff lists, courses, programs of study and certificates offered, admission requirements, board and lodging, expenses, financial aid, and student organizations. Files are arranged chronologically.

Physical description: 4.1 cm of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)

File / item list				
Ref code	Title	Dates	Access status	Container
F001-S04-0045-01	File - Calendars of the teachers' colleges <u>Physical location:</u> 5/1/1	1960 - 1964		0045
F001-S04-0045-02	File - Calendars of the teachers' colleges <u>Physical location:</u> 5/1/1	1964 - 1970		0045
F001-S04-0045-03	File - Calendars of the teachers' colleges <u>Physical location:</u> 5/1/1	1970 - 1974		0045

Series F001-S05: Grading

Date: 1909 - 1974 (date of creation)

Scope and content:

Series documents the grading of students in their courses and practice teaching placements. The series mostly consists of two types of registers: reports of grades and results (sometimes called sessional records), which document student grades by subject and their final results/standing (pass or fail), from 1909 to 1974; and training registers, which document student grades and evaluation remarks made

during their practice teaching placements in local schools, from 1909 to 1954. Registers are arranged chronologically and, in the case of training registers, alphabetically by student surname.

Physical description: 87 cm of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)

Physical condition:

The leather binding and corner covers of many of the registers are worn and deteriorated, exhibiting signs of red rot. Several bindings are damaged or broken.

Restrictions on access:

Access to the registers and one file in this series is restricted for protection of privacy reasons; please consult the archivist.

File / item list

Ref code	Title	Dates	Access status	Container
F001-S05-0044-03	File - Examination results <u>Physical location:</u> 5/5/1	1970 - 1973	Access restricted for protection of privacy reasons; please consult archivist.	0044
F001-S05-0044-04	File - Term examinations <u>Physical location:</u> 5/5/1	1960-1972, predominant 1969-1972		0044
F001-S05-NBTC-R03	File - Model school final reports <u>Physical location:</u> 5/2/3	1909 - 1918	Access restricted for protection of privacy reasons; please consult archivist.	5/2/3
F001-S05-NBTC-R04	File - [Report of the North Bay Normal School -] 1929-30 - 1909-10 <u>Physical location:</u> 5/2/3	1909 - 1930	Access restricted for protection of privacy reasons; please consult archivist.	5/2/3
F001-S05-NBTC-R05	File - Sessional records - North Bay Normal School - 1910-11 [to] 1926-27 <u>Physical location:</u> 5/2/3	1910 - 1927	Access restricted for protection of privacy reasons; please consult archivist.	5/2/3
F001-S05-NBTC-R06	File - [Sessional records -] 1927-28 - 1932-33 <u>Physical location:</u> 5/2/3	1927 - 1933	Access restricted for protection of privacy reasons; please consult archivist.	5/2/3

F001-S05-NBTC-R07	File - Sessional records - North Bay Normal School - 1931 - 1951 <u>Physical location:</u> 5/2/3	1931 - 1951	Access restricted for protection of privacy reasons; please consult archivist.	5/2/3
F001-S05-NBTC-R08	File - [Report of grades and final results] - 1951-52 - 1957-58 - 1958-60 <u>Physical location:</u> 5/2/3	1951 - 1960	Access restricted for protection of privacy reasons; please consult archivist.	5/2/3
F001-S05-NBTC-R09	File - Report of grades and final results <u>Physical location:</u> 5/2/3	1959 - 1960	Access restricted for protection of privacy reasons; please consult archivist.	5/2/3
F001-S05-NBTC-R10	File - [Report of grades and final results] - 1960-61 - 1961-62 - 1962-63 - 1963-64 - 1964-65 - 1965-66 <u>Physical location:</u> 5/2/3	1960 - 1966	Access restricted for protection of privacy reasons; please consult archivist.	5/2/3
F001-S05-NBTC-R11	File - [Report of grades and final results -] 1966-67 to 1973-74 <u>Physical location:</u> 5/2/3	1966 - 1974	Access restricted for protection of privacy reasons; please consult archivist.	5/2/3
F001-S05-NBTC-R14	File - Training register - Normal School - 1909 to 1915 - 1908 Ed. Dept. Ont. <u>Physical location:</u> 5/2/4	1909 - 1915	Access restricted for protection of privacy reasons; please consult archivist.	5/2/4
F001-S05-NBTC-R15	File - Provincial normal schools - 7th session 1915-16 - 8th " 1916-17 - 9th " 1917-18 - 10th " 1918-19 - 11th " 1919-20 - Training register <u>Physical location:</u> 5/2/4	1915 - 1920	Access restricted for protection of privacy reasons; please consult archivist.	5/2/4
F001-S05-NBTC-R16	File - Training register <u>Physical location:</u> 5/2/4	1918	Access restricted for protection of privacy reasons; please consult archivist.	5/2/4
F001-S05-NBTC-R17	File - Training register - 12th session - 1920 - 1921 - Provincial Normal School - 1921 - 1922 <u>Physical location:</u> 5/2/4	1920 - 1922	Access restricted for protection of privacy reasons; please consult archivist.	5/2/4
F001-S05-NBTC-R18	File - Training register - 14th session - Provincial Normal School - 1922 - 1923 <u>Physical location:</u> 5/2/4	1922 - 1923	Access restricted for protection of privacy reasons; please consult archivist.	5/2/4
F001-S05-NBTC-R19	File - Training register - 15th session - 1923-1924 <u>Physical location:</u> 5/2/5	1923 - 1924	Access restricted for protection of privacy reasons; please consult archivist.	5/2/5

F001-S05-NBTC-R20	File - Training register - 16th session - 1924-1925 <u>Physical location:</u> 5/2/5	1924 - 1925	Access restricted for protection of privacy reasons; please consult archivist.	5/2/5
F001-S05-NBTC-R21	File - Training register - Provincial Normal School - 1925-1926 <u>Physical location:</u> 5/2/5	1925 - 1926	Access restricted for protection of privacy reasons; please consult archivist.	5/2/5
F001-S05-NBTC-R22	File - Training register - 1926-1927 - North Bay Normal School <u>Physical location:</u> 5/2/5 <u>Note:</u> Pages 285-311 contain names and dates from 1944 and 1945, but are otherwise blank.	1926 - 1927	Access restricted for protection of privacy reasons; please consult archivist.	5/2/5
F001-S05-NBTC-R23	File - Training register -12th session - 1927 - 1928 - Provincial Normal School - 1928 - 1929 <u>Physical location:</u> 5/2/5 <u>Note:</u> Pages 285-311 contain names and dates from 1944 and 1945, but are otherwise blank.	1927 - 1929	Access restricted for protection of privacy reasons; please consult archivist.	5/2/5
F001-S05-NBTC-R24	File - Training register - 1929-1930 - Provincial Normal School - 1930-1931 <u>Physical location:</u> 5/2/5	1929 - 1931	Access restricted for protection of privacy reasons; please consult archivist.	5/2/5
F001-S05-NBTC-R25	File - Training register - 1931-1932 - Provincial Normal School <u>Physical location:</u> 5/2/5	1931 - 1932	Access restricted for protection of privacy reasons; please consult archivist.	5/2/5
F001-S05-NBTC-R26	File - Provincial Normal Schools - 1934-35 - 1935-36 - 1936-37 - Training register <u>Physical location:</u> 5/2/5	1934 - 1938	Access restricted for protection of privacy reasons; please consult archivist.	5/2/5
F001-S05-NBTC-R27	File - Training register - Provincial Normal School - 1938-39 - 1943-44 <u>Physical location:</u> 5/2/5	1938 - 1944	Access restricted for protection of privacy reasons; please consult archivist.	5/2/5

F001-S05-NBTC-R28	File - Training register - Provincial Normal School - 1944-45 - 1948-49 <u>Physical location:</u> 5/2/5	1944 - 1949	Access restricted for protection of privacy reasons; please consult archivist.	5/2/5
F001-S05-NBTC-R29	File - Training register - Provincial Normal School - 1953-54 - 1949-50 <u>Physical location:</u> 5/2/5	1949 - 1954	Access restricted for protection of privacy reasons; please consult archivist.	5/2/5
F001-S05-0251-01	Item - Records re. extra-mural students <u>Physical location:</u> 5/4/5	1934-1939	Access restricted for protection of privacy reasons; please consult archivist.	0251

Series F001-S06: Yearbooks

Date: 1913 - 1973 (date of creation)

Scope and content:

Series consists of yearbooks prepared by the students of North Bay Normal School / Teachers' College, and photographs that were used in the design of yearbooks.

Yearbooks contain: lists of staff, students, and practice teaching placements; membership lists of student teams, clubs, and committees; messages from administrators and valedictorians; advertisements; and a variety of student literary compositions including poems, essays, short stories, jokes, editorials, biographical tributes, and accounts of club activities, parties, trips, and other social and special events. Yearbooks also contain illustrations and photographs and photomontages of school staff, students, clubs, sports teams, committees, and events.

Physical description: 60 cm of textual records (60 yearbooks)

11 photographs : b&w and sepia toned

Physical location: 5/3/3

Physical location: 5/3/3

Physical location: 5/3/3

Physical location: 5/3/3

Physical location: 5/3/3

Physical location: 5/3/3

Physical location: 5/3/4

Physical location: 5/3/4

Physical location: 5/3/4

Physical location: 5/3/4

Language of the material:

English

Note:

There were several changes to the titles of the yearbook over the years. From 1913-1952, the title was simply "North Bay Normal School year book." From 1952-1954 the title was "Polaris," then for the 1954-1955 yearbook it was changed to "Aurora Borealis," and then to "Vox Borealis" for the 1955-1956 yearbook. The title was changed back to "Polaris" the next year (1956-1957) and stayed that until the final yearbook was issued (1972-1973).

Note:

There are two copies of each yearbook, except for the 1958-1959 yearbook, for which there is only one bound photocopy.

Access points:

- Textual record (documentary form)
- Graphic material (documentary form)

Alternative form available:

Digitized images (in PDF format) of the yearbooks are available online on the http://icsoh.nipissingu.ca/currentprojects_NBNS.html of the website of Nipissing University's defunct Institute for Community Studies and Oral History (ICSOH)/Centre for Community and Oral History (CCOH).

File / item list

Ref code	Title	Dates	Access status	Container
F001-S06-0010-12	File - North Bay Normal School year book - 1920 - 1921 (pictures only) <u>Physical location:</u> 5/1/1 <u>Note:</u> Handwritten annotations on verso give subject of photograph and dates.	1920 - 1921		0010
F001-S06-0010-16	File - Group portraits of Group Six, class of 1924 <u>Physical location:</u> 5/1/1	[1923 or 1924]		0010
	Item - North Bay Normal School / 1914-15 / year book <u>Physical location:</u> 5/3/3	June 1915		0215
	Item - North Bay Normal School year book / 1947 - 48Prepared by the students of North Bay Normal School <u>Physical location:</u> 5/3/3	May 1948		0220
	Item - Polaris / 1952-53The forty-fourth annual year-bookPrepared by the students of the North Bay Normal School	May 1953		0221

	<u>Physical location:</u> 5/3/4		
F001-0010-05	File - Event programs	1955 - 1967	0010
	<u>Physical location:</u> 5/1/1		
F001-0010-07	File - Photographs	[199-?]	0010
	<u>Physical location:</u> 5/1/1		
	<u>Note:</u> Some annotations on verso		
F001-0010-08	Item - An historical sketch of N.B.N.S - N.B.T.C. / 1909 - 1959	1959	0010
	<u>Physical location:</u> 5/1/1		
	<u>Note:</u> Front cover bears Canadore College - Nipissing College Library stamp with date 15 Jul. 1980, and handwritten annotation, "V[ertical] F[ile] - North Bay heritage."		
F001-0010-09	Item - Today I visitBy Reg Finnemore	1956	0010
	<u>Physical location:</u> 5/1/1		
F001-0010-14	Item - North Bay Teachers' College crest patch	[between 1953 and 1973]	0010
	<u>Physical location:</u> 5/1/1		
F001-0010-15	Item - Public school medial slant copy booksW.J. Gage & Company, Limited, - TorontoNo. 1First reader / public school medial slant copy booksBy A. C. Casselman	1902	0010
	<u>Physical location:</u> 5/1/1		
	<u>Note:</u> A. C. Casselman was a teacher of drawing and writing at the Toronto Normal School in 1902 when this copy book was published. He later served as principal of North Bay Normal School from 1909 to 1930.		
F001-0014-01	Item - The normal light / group VI	1928	0014
	<u>Physical location:</u> 5/3/6		

	<p><u>Note:</u></p> <p>This may be the manuscript of a student magazine, as the scrapbook contains a photograph of the "editorial staff," and some North Bay Normal School yearbooks (such as the 1914-1915 yearbook) make reference to a publication titled "The Normal Light."</p>		
F001-0043-02	<p>Item - North Bay Teachers' College corporate desk seal</p> <p><u>Physical location:</u> 5/2/6</p>	<p>[between 1953 and 1973]</p>	0043