

The logo for Galt Museum & Archives features the word "Galt" in a large, elegant, black cursive script. Below it, the words "MUSEUM & ARCHIVES" are written in a clean, black, sans-serif font, with "MUSEUM" on the top line and "& ARCHIVES" on the bottom line. Underneath that, the tagline "stories unfolding..." is written in a smaller, black, cursive font. The entire logo is set against a purple background that has a white, abstract shape cut out of it, revealing the main image of the cover.

*Galt*  
MUSEUM  
& ARCHIVES  
*stories unfolding...*

MUSEUM  
& ARCHIVES

*stories unfolding...*

The background of the cover is a collage of historical and archival items. At the top, two gold-colored compact discs are shown. Below them is a stack of old newspapers. In the center, there is a large, detailed historical map with a compass rose. At the bottom, several old, leather-bound books are visible, some with metal clasps. The entire scene is set against a light, slightly blurred background that suggests an indoor setting with a window.

**ADVENTURES  
IN  
ARCHIVES**



Museum Educator

403.320-4248

[tours@galtmuseum.com](mailto:tours@galtmuseum.com)

**TEACHER'S  
MANUAL**

# ADVENTURES IN ARCHIVES

## Teacher's Guide

### Table of Contents

The Galt's Mission.....	3
Program Overview.....	3
Program Length .....	3
Curriculum Connections .....	4
Confirmation, Cancellations, and Contact Information.....	4
Payment.....	4
Expectations for Visitors .....	5
The Role of Adult Supervisors .....	6
Your Arrival at the Galt .....	6
Background Information for Adventures in Archives.....	7
Pre- and Post-Activities .....	10
Your Galt Program.....	12
Glossary .....	13
Evaluation .....	14



This teacher’s guide offers background information and ideas for classroom activities designed to complement a visit to the Galt. It contains information to assist you in planning your visit, information and activities for both before and after your visit, and outlines what you can expect from your education program.

## The Galt’s Mission

The Galt Museum & Archives engages and educates our communities in the human history of southwestern Alberta by preserving and sharing collections, stories and memories that define our identity and guide our future.

## Program Overview

Adventures in Archives introduces students to the role and purpose of Archives and to some of the sources available for researchers in the Archives. Archives contain the stories of southern Alberta through photographs, family records, diaries, letters, maps, and much more. Researchers use these primary documents to study and learn history. Students will also be introduced to some of the ways in which researchers use primary sources. The program also introduces students to the idea of “visual literacy” and how to find information in photographs and other visual sources.

## Program Length

Adventures in Archives runs throughout the school year and is designed to be 90 minutes in length. Groups wishing to remain for a longer time period should make arrangements with the Education Coordinator.



## Curriculum Connections

Designed primarily for grades 4 and higher, Adventures in Archives supports development in Language Arts, Social Studies and the visual arts. Research skills developed in the program can be applied to all subjects and grades.

## Confirmation, Cancellations, and Contact Information

Your program has been scheduled as per the information on your confirmation sheet. If you have any questions about your booking or the program, please contact the Museum Educator at [tours@galtmuseum.com](mailto:tours@galtmuseum.com) or 403.320-4248. If you must cancel or reschedule a program, please let us know as soon as possible. We will try to fit your class in at another time as time permits.

## Payment

Payments can be made in advance of the program or on the day of the program. The Galt accepts VISA, MasterCard, debit, cash, and cheques. Cheques should be made out to the Galt Museum & Archives or City of Lethbridge. If payment is made in advance, receipts will be available on the day of the program. Otherwise, receipts will be mailed out to the school. The payment amount is \$45 per class per program.

## Expectations for Visitors

- There should be one or two adult supervisors per class (this may include yourself). More adults are always welcome and there is no cost for adult supervisors. Younger siblings accompanying the class with their parents are also most welcome to attend the program.
- Running is not permitted in the Galt. There is green space to the south of the Galt if the class requires a space to stretch their legs.
- In order to protect and preserve the artifacts, drinks, food, and chewing gum are not permitted in the galleries or Archives. Drinking and eating are permitted in the Viewing Gallery.
- Because they are fragile and irreplaceable, artifacts on display should not be touched or handled.
- It is requested that there be no flash photograph in the galleries. Light can, over time, damage the artifacts. Flash photography can be taken in the viewing gallery and programming areas (i.e., classroom).
- Visitors are not required to whisper in The Galt. Indoor voices are preferred.
- Washrooms are located on the main floor in the old portion of the building.

## The Role of Adult Supervisors

Adult supervisors are an integral part of the Galt's programs. The following suggestions are provided to help make their role clearer and easier to manage. Some teachers find it useful to photocopy these suggestions for their adult supervisors.

- ✓ Float around and assist during the activities.
- ✓ Maintain the focus of the activities as you assist students through the activities. Remind students of what they are trying to discover and help them troubleshoot problems they may encounter.
- ✓ Depending on the activity, supply the students with answers to questions and additional information. Your Museum Education Volunteer (Docent) or Museum Educator will answer any questions you may have. If a question cannot be answered during the program, it will be recorded and more information will be forwarded to the school.
- ✓ Assist in keeping students together.
- ✓ Ensure that students do not: run in the galleries, touch the artifacts on display, or drink or chew gum in the exhibits.
- ✓ Ask any available staff for assistance if there is an emergency.
- ✓ Encourage the students to ask questions and get involved.
- ✓ Enjoy your visit.

## Your Arrival at the Galt

- The Galt has a parking lot north of the building with bus and vehicle parking.
- Buses and vehicles may drop off and pick up students at the northeast corner of the building (using the east entrance). This is a fire access road so please do not leave vehicles here once they are emptied.
- Please enter through the east entrance. There is a coat room down the hallway to your left as you enter. Please leave all coats and backpacks here. Students do not need to remove boots. This coat room is solely for the use of programs and is not for general visitors.
- Galt staff will meet you at the east entrance.

## Background Information for Adventures in Archives

### **MANDATE OF ARCHIVES**

The purpose of the Archives is to collect and preserve information of permanent value to the study of human history of Lethbridge and southwestern Alberta. Information is collected from both public and private sources and is available to interested researchers.

### **COLLECTIONS, PRIVATELY DONATED RECORDS**

These records contain a wide range of information about people, places, organizations, and events important to the history of the region. They include substantial holdings on agriculture, the performing and visual arts, coal mining, community clubs and societies, and regional planning, among many others.

### **FILMS, NEGATIVES, PHOTOGRAPHS, SLIDES AND VIDEOS**

The Archives has over 600,000 still and moving images in its collections. These images include virtually every aspect of the history of Lethbridge and district since photography was introduced here. Collections of note include those of the Lethbridge Herald newspaper, de Jourdan Studio, Terry Bland Photography, and a portion of the work of A. E. Cross Studio.

### **AUDIO RECORDINGS**

Approximately 300 oral history interviews are deposited with the Archives. These interviews centre on the lives of pioneers and early residents of the city and region, and contain a wealth of historical information based on personal experiences. The Archives also has broadcast recordings, and a small holding of popular music of the past.

## **LIBRARY**

The library contains approximately 750 books and other publications devoted to local and regional history. Included are histories of most of the communities of southwestern Alberta, and works by early explorers and travellers such as Palliser and Macoun. Also in the library is information dealing with First Nations history and culture, the Mounted Police, agriculture and ranching, political and economic history, and many other topics.

## **MAPS AND TECHNICAL DRAWINGS**

This is the fastest growing part of the Archives' holdings. They include topographical sheets, atlases, a limited number of architectural drawings, fire insurance maps for Lethbridge, and a considerable number of technical drawings dealing with various aspects of urban and rural planning and delivery of services.

## **CITY OF LETHBRIDGE RECORDS**

The Archives has the responsibility of preserving and making available historically valuable records of the municipal government. At present, these records include early tax rolls, City Council minutes, Fire and Police Department records, cemetery records, and records of the City Manager. Not all of these records series are complete.

The City of Lethbridge also maintains a Records Centre under the direction of a Records Manager. Inquiries regarding municipal records can also be directed there. The telephone number is (403) 320-3825.

## **NEWSPAPER AND CLIPPING FILES**

The Archives has hard copies of all the special editions of the Lethbridge Herald newspaper. Microfilm of the following newspapers is also available for researchers: Lethbridge News (1885–1906), Lethbridge Herald (1905–1928), Lethbridge Telegram (1914–1918), Macleod Gazette (1882–1900), Fort Benton Record (1875–1884), and the Raymond newspapers (together 1907–1956). Clipping files are also available, organized by subject headings.



## **STAFF AND SERVICE**

The Archives has two paid staff, the Archivist and Archives' Assistant. The Archives also has a dedicated group of volunteers who assist the paid staff. All of the staff are familiar with the collections, and will be pleased to provide information and advice to help you with your research. If you are a first-time user, please ask the staff to introduce you to the variety of finding aids you can use in your research. It takes very little time, and will make your visit to the Archives a productive one.

People who cannot visit in person can contact the Archives with their research request, and the staff will compile as complete an answer as possible.

The Archives offers a complete range of copying services to researchers. Copies of the following can be ordered from the Archives.

- ▶ photographs
- ▶ films and videotapes
- ▶ slides
- ▶ maps and drawings (where size permits)
- ▶ audio tapes

Fees are charged for these services. In addition, some information may not be copied due to legal or donor restrictions.

### **Public Hours**

Monday through Friday 10:00 am to 5:00 pm

Open Thursday evenings until 9:00 pm

Closed Weekends and Statutory Holidays

## How to Contact the Archives

### Street Address

Downstairs, Galt Museum & Archives  
West end of 5 Avenue South  
Lethbridge, Alberta, CANADA

### Mailing Address

c/o City of Lethbridge  
910 4 Avenue South  
Lethbridge, AB T1J 0P6

### Telephone Number

(403) 329-7302

### Fax Number

(403) 329-4958

### E-mail

archives@galtmuseum.com

## Pre- and Post-Activities

These activities may be done prior to your visit to the Galt or after you have returned to your classroom.

### Lethbridge Alphabet Book

Visit the Archives web-site ([www.galtmuseum.com](http://www.galtmuseum.com)) then follow links to Archives, Archives on-line) to find the Archives database. The database for the entire collection is there as are approximately 10% of the photographs available for viewing. Have the class come up with an Alphabet Book based on history using the photographs and information found on the web-site.

For example,  
P is for Prisoner of War Camp. Lethbridge had the largest German Prisoner of War Camp in all of Canada during the Second World War.



## Historical Records

Archives contain historical records, which are the raw materials of history and include written documents and visual images. Circle the ones you think would be in Archives and cross out the ones that wouldn't be.

photographs	shoes	map	hat
newspaper	books	teaspoons	diary
teapot	letters	movies	cars

## Primary Sources

Archives contain two types of sources: primary and secondary. Primary sources are original material based on first-hand information about people, events, topics, or places. They are written or created by someone who was there. Secondary sources are second hand accounts about people, events, topics, or places that are based on someone else's experiences. Secondary sources are created from primary sources and other secondary sources.

Put a P on the line if you think the source is a primary source or put an S on the line if you think it is a secondary source.

- \_\_\_\_\_ Biography of Charles Noble.
- \_\_\_\_\_ Newspaper article on construction of the High Level Bridge
- \_\_\_\_\_ Oral History of Bill "Iron Man" Eagleson, local baseball player and farmer
- \_\_\_\_\_ Information about the Blackfoot in the World Book encyclopaedia
- \_\_\_\_\_ Photograph of the construction of the St. Mary River Irrigation District
- \_\_\_\_\_ Drybelt Pioneers, history of Retlaw, Enchant, and Sundial
- \_\_\_\_\_ Map of the area drawn by Captain Palliser
- \_\_\_\_\_ Minutes of a City Council meeting
- \_\_\_\_\_ Article written about the coal mines
- \_\_\_\_\_ Letter written from a soldier in World War II to his family

**Note:** When you research a topic, do you begin with Primary or Secondary sources? The usual method is to begin with secondary sources, especially those that give a general overview of the topic. As you become familiar with the topic, focus on more detailed secondary sources and primary sources.

### **All Sources are Not Created Equally**

All sources are not equal. For various reasons, some are of greater value to the researcher. Brainstorm reasons why some sources may be better than others. (Biases, accuracy, more complete, reliability, etc.) No matter what source you use, the overwhelming question that must be asked of each source is: Can the source be believed and is it reliable? Your class can also discuss whether or not they think a written source is stronger/more reliable than a photograph. Why or why not?

## Your Galt Program

### **Activity 1: Welcome and Introduction**

Students will be welcomed to the museum and will review what a museum is and the expectations of visitors to the museum.

### **Activity 2: Tour of the Archives**

Students will tour the archives, meet the staff and volunteers available to assist them, and be shown how to research in the Archives (ie. Shown the finding tools, see where the main collection is stored, discover what types of resources are available in the Archives, learn how resources are catalogued in the Archives, etc.). Students will also be shown the finding aids in the Archives and discussions will be lead on how to extract information from photographs for research purposes.

### **Activity 3: Primary Sources**

Depending on the temporary exhibits on display during your visit we will examine primary sources in the museum.

### **Activity 4: Conclusion**

Students will review the activities of the program and will be invited to visit the museum and Archives again.

## Glossary

### Catalogue Numbers/UID

- UID stands for Unique Identifier. Every object in the museum and Archives receives a UID or catalogue number. In the Galt Archives, every object will have either an eleven digit (most common) or fourteen digit number. When requesting an object (photograph, manuscript, map, etc.) in the Archives, the staff or volunteer will require this number in order to go find the object in the files.
- While the term UID is used in Archives, catalogue number is the term used in the museum collections. Both UID and catalogue number serve the same purpose of having a specific identifying number of every object.

### Fonds

- Fonds is a specific collection of documents within the larger collection. For example, the A.E. Cross fonds refer to those photographs donated from the photographer A.E. Cross.

### Database

- A collection of data arranged for ease and speed of search retrieval.

## Evaluation

An evaluation form was sent out with your confirmation. Evaluation results allow us to offer the most effective and highest standard program that we can. Your feedback and suggestions are greatly appreciated. Please fax the form back to us at (403) 329-4958 or mail to:

Museum Educator  
Galt Museum & Archives  
910 4 Ave S  
Lethbridge, AB T1J 0P6.