“Identifying, preserving, and making available for use Seneca’s documentary heritage and special collections.”

About Us

Seneca Archives and Special Collections services help to contribute to an understanding of the history of Seneca College, while facilitating the college’s contemporary administrative operations and legal obligations.

We collect records of long-term value produced by the day-to-day operations of faculties and offices across Seneca, as well as the records of individuals and organizations closely associated with Seneca, such as professors, alumni, and other notable Senecans. We also collect special collections that support teaching and student learning.

The archivist is available for consultation on all inquiries related to archives, special collections, and records management best practices at Seneca.

Reprographic Services

Photocopies and digital reproductions of Seneca Archives and Special Collections holdings are available upon the request of a reprographic request form, which can be obtained in person or by emailing the archivist.

Restrictions may apply to copying due to internal and external access restrictions on records, or due to The Copyright Act of Canada and other provincial and federal privacy legislation, such as the Freedom of Information and Protection of Privacy Act (FIPPA), which protects personal information in records.

Generally, copyright law allows Canadians to make copies of academic records under fair use for the purposes of “education, research, private study, criticism or review, news reporting, parody or satire.” (Section 29, The Copyright Act of Canada)

Researchers must physically flag material they wish to have photocopied using paper markers. Please ask staff for flags when flagging records for copying.

The cost of photocopies is $0.30 for colour and $0.15 for black and white. Researchers may photocopy materials themselves at the discretion of the archivist with their Seneca ONEcard at the cost of $0.18 for colour and $0.09 for black and white.

Research Policies and Regulations

AV Equipment at Seneca’s Finch Campus Library, August, 1974
Source: Department of Media Production fonds

Seneca Libraries Reference Desk, March, 1988
Source: Department of Media Production fonds
Our Holdings

What do we collect?

- **College Records**: records accumulated as a result of the day-to-day operations of the college, and to which the college holds legal title. These are records transferred from the departments and faculties that make up Seneca.

- **Private Records**: records created or held by individuals or organizations closely associated with Seneca, such as past presidents, notable alumni, notable faculty, and groups that have a close relationship with Seneca.

- **Special Collections**: a group of items, such as rare books or art, that are either irreplaceable or unusually rare and valuable. These materials are stored separately from our archival collections and support student and faculty learning.

Citation

Referral to Seneca Archives and Special Collections holdings in publications, papers, or other second hand sources must be cited accurately at all times. The following information must be included when making a citation:

Accession number (box number, file number, item number), name of the fonds or collection, and the name of the Archives.

“Everything I have learned of Seneca’s history has come from the Archives. Without the Archives, I would not have that background.”
—Dale McCartney
Visiting Researcher, University of British Columbia

Visit Us

Seneca Archives and Special Collections is open to all members of the Seneca community as well as the general public in-person by appointment and 24/7 online.

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Contact Us

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Visit us on the web:
https://seneca.libguides.com/archives