(Slide 2) Getting started

299 Queen St. East, various names:
- Much Music World
- City TV Building
- CHUM Building
- Bell Media Centre
- Ryerson Press
- Wesley Building
- Methodist Book & Publishing House

(Slide 3) Getting started

- Local historic buildings – 299 Queen Street West
  - Names change over time
  - Address can even change
- Good starting points for quick facts:
  - [Heritage Toronto - Inventory of Properties](#)
    - Search on Address, Type of Building, architect
  - [Archidont](#) – Architectural Index of Ontario (from Toronto Public Library)
  - [Canadian Register of Historic Places Database](#)
  - You are looking for:
    - The various names under which the building has been known
      - (Wesley Building, Methodist Book & Publishing House, Ryerson Press, CHUM building, Citytv Building, Much Music Building)
    - The year it was built (1913)
    - The architect or firm that built it (Burke, Horwood, White – Edmund Burke)
    - The style of architecture
    - The date it was designated an historic property
    - The designation by-law number

(Slide 4) Heritage Property – Detail
Use the City of Toronto's Heritage Property Search, to find a “Heritage Property Detail” report.

Note:
- Bylaw
  - Bylaw Status Register Site
- Designation Date

Note in the details field:
- Name(s) of building
- Architect/Firm
- Date Built
- Date of any major additions
- Date and number of any easement agreements

(Slide 5) Architectural Plans, Blueprints, Drawings/Photographs

- City of Toronto Archives – searchable database - START IN SERIES “410”
  - **Search on both the building (name and address) and the Architect/Firm
  - Visit the archives – right down the street
- Archives of Ontario – Archives Descriptive Database and in person (York University Campus)
- Baldwin Room (4th Floor of Toronto Reference Library (Yonge and Bloor) – photos and architectural drawings
- Building – Distillery District, St. James Cathedral

(Slide 6) Building History / Biographical Information

Books
- Library Catalogue – Keyword search
  - Toronto and (buildings or architecture)
  - Architect or Architecture Firm’s name (e.g. Edmund Burke, James Lennox)
  - Building’s Name (e.g. Union Station)
- Generally books are in sections:
  - NA (Toronto architecture)
  - FC (Toronto History)
- Books provide photographs, drawings, history
  - We will have some of the best on temporary reserve
- TPL – Main Reference Library
  - Excellent Source for local history books/anniversary books etc.

(Slide 7) Current Uses/Restoration or Renovation HISTORY

- Online Databases – subscription databases from the library
  - Canadian Newsstand – Newspaper Articles
The Toronto Star and Globe and Mail both have architecture columns and frequently report on heritage buildings, designations, awards etc.)

- CBCA Complete – Canadian Focus (Ebsco, Gale & Proquest)
  - Magazines & Architecture Journals
    - Architecture (e.g. Canadian Architect)
    - Local magazines (Toronto Life)
    - Construction Trade Journals (Daily Commercial News)

- Art & Architecture Complete (uncheck the Full Text search box)

Search on:
- Building’s name and all its variations over the years
  - Wesley Building (Methodist Publishing House or Chum building or City TV building or MuchMusic building)
- Street Address (299 Queen Street West) – shorten to just number and street name
- Architect’s Name or Firm (“Edmund Burke”, Burke, Horwood and White)
- Architecture Firm that did restoration (E.R.A.)
- Too many results - You can combine the above with (historic or history or designated or designation or award or restored or restoration or heritage) and building and Toronto
- Use quotes for phrases (e.g. “Wesley Building”)
- (“wesley building” or “299 queen”) AND Toronto and (history OR historic OR heritage or renovat* OR restor* OR designat*)

(Slide 8) Building Materials/Construction Techniques/Architectural Design

- Biographical Dictionary of Architects in Canada
  - Biographies of Canadian architects from 1800-1950
  - Includes a comprehensive list of the architect’s projects and references to articles written about the project
  - (Toronto Reference Library has journals on microfilm – Many
  - Many are available online at Internet Archives or Canadiana at TPL)

(Slide 9) Current Uses / Restoration and Repurposing / History

LOCAL RESOURCES

- The building itself:
  - Does the building have a website (e.g. Distillery District)
  - Is it associated with a local archive? (e.g. all the local cathedrals will have archival records through the church archives, the Distillery District has its own archive, corporate archives (e.g. bank buildings, department stores))

- Heritage Toronto Awards – press releases for recipients

- Local Residents’/Preservation association websites – heritage sections, newsletters, photographs (e.g. The Annex Residents Association, The Cabbagetown Preservation Association)
• Architectural Firms’ websites – has there been a restoration on the building (e.g. E.R.A. Portfolio)

(Slide 10) Heritage Attributes

➢ Heritage Toronto - Inventory of Properties
  • Bylaw Status Register Site – Schedule A – Reasons for Designation
  • Inventory of Plaques
  • Toronto Preservation Board – designation reports (e.g. Report on designation for 57 Bond)
    o Choose Search Items tab
    o Choose Toronto Preservation Board in the Committee Drop-Down Box
    o Search on address of property
    o Goes back to 2006
  • Heritage Toronto Awards – press releases for recipients

➢ Ontario Heritage Trust – Resources and Learning Page
  • Places of Worship Database (e.g. St. Paul’s Anglican)
  • Canadian Register of Historic Places Database

➢ Archidont – Architectural Index of Ontario
  • Bibliography of articles/books on building

(Slide 11) Visit the Toronto Archives

• City of Toronto Archives – searchable database - START IN SERIES “410”
• Address: 255 Spadina Rd,
  Phone: (416) 397-0778

(Slide 12) Visit the Toronto Archives

Using the advanced search feature on the City of Toronto Archives homepage lets you search using a keyword - searching using the address of your building or its various names. Make sure to search in series 410 to locate architectural documents.

(Slide 13) Toronto Archives

• Once you find the documents that you are looking for, you can create a “Save List” that you can print and take to the archives when you visit.
• Make sure to select the records you want to see before creating your saved list.
• Once you have selected your record, click “Save to List”.

(Slide 14) Create a Records Request Form

Once you’ve created your “Save List”, using the drop down menu select “Create records request form” - this will create a document you can take with you to the Archives.
A standard records request form contains the following information:

- Archival Citation (e.g. Fonds 200, Series 410, File 1624)
- Title (e.g. Building for the Methodist Book & Publishing House)
- Dates of Creation (e.g. 1913)
- Access Conditions (e.g. OPEN – No restrictions on these government records.)
- Location (e.g. Spadina Records Centre)
- Box (e.g. 140936)
- Barcode. (e.g. FO200SE410Fl1642B140936)

Toronto Archives – What you need to bring

- Picture ID - some form of Government issued identification
- Archive Card - Toronto Archives will provide you with a reader card, similar to a library card, which you will need to bring with you every time you visit
- Records request form

Blueprints

Standard blueprints for buildings are housed at the Toronto Archives. Make sure to bring a camera to photograph them. Examples of blueprints available include: sectional drawings, floor plans, architectural ground floor plan drawings, and architectural elevation drawings.

Original Building Specifications

Standard specifications for buildings are also housed at the Toronto Archives. An example of a specification document could be for “Concrete Work” which outlines the location and extent of it throughout and around the building.

Social Networks

- Online communities
  - Facebook – Heritage Toronto
- Linked in
  - contacts and experts
- Expert Blogs
- Flickr
  - http://www.flickr.com/photos/torontohistory/

Other examples: Twitter, YouTube, MySpace.
(Slide 20) A Research Guide: How to!

Everything we’ve covered today is available on a research guide designed specifically for this class.

Currently, the guide can only be accessed by this link.

(Slide 21) Getting Help – Ask a Librarian

You can find many ways to get help from our contact page, including the AskGBCLibrary service, email, AskON chat, locations and hours, and by phone. You can also submit your feedback on our services.

E-mail me at andrea.hall@georgebrown.ca to set up an appointment for your group.

Once you email Andrea, we will set you up with an appointment with either Andrea or Matt as soon as possible to go over your building and get you started.