

Archives & Research Collections, Carleton University Library

Finding Aid - Ottawa Ladies' College fonds (OLC)

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Ottawa Ladies' College fonds

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Summary information

Repository: Archives & Research Collections, Carleton University Library

Title: Ottawa Ladies' College fonds

ID: OLC

Date: 1870-1951 (date of creation)

Physical description: *0.48 m of textual records

**Dates of creation,
revision and deletion:**

Note [generalNote]: Ottawa Ladies' College Calendar (1916) and correspondence is also found in the Ruth Bates fonds, box A-982.

Administrative history / Biographical sketch

Note

The Ottawa Ladies College was established in 1869 by Henry Franklin Bronson. The aim of the College, according to its mandate, was to develop strong, intelligent and cultured women, with enrolment beginning at grade one. There was also an opportunity for a more continuing education with the girls remaining at the College into their late adolescence. Among the more prominent figures involved with the Ottawa Ladies College was H.M Tory who was President in the late 1930s and early 1940s. Tory became the first President of Carleton College in 1942. In 1914 the Ottawa Ladies College opened the doors to its new facility on First Avenue, in the Glebe. During the Second World War, the College was turned over to The Department of National Defence. In 1946 the building was declared surplus by the Department of National Defence and was purchased for the use of Carleton College.

Custodial history

Records were transferred to the archives from the Library Special Collection and Archives in January 2006.

Scope and content

Fonds consists of records created and accumulated by the Ottawa Ladies' College. There are six series that comprise the fonds: Ephemera; General correspondence; Legal records; Minutes; Financial records, Miscellaneous files.

Notes

Title notes

Other notes

- **Publication status:** Published

Access points

- Textual record (documentary form)

Series descriptions

Series OLC-1: Ephemera

Date: 1869-1941 (date of creation)

Scope and content:

Series is comprised of student yearbooks and college calendars. Also included are two bound books signed by Kate Farrell.

Physical description: *0.02 m of textual records

Note:

Ottawa Ladies' College Calendar (1916) and correspondence is also found in the Ruth Bates fonds, box A-982

Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Ref code	Title	Dates	Access status	Container
OLC-1-1	File - Ottawa Ladies' College Calendars, nd	1940-1941		OLC-001
OLC-1-2	File - Ottawa Ladies' College yearbooks, 1940-1941	1940-1941		OLC-001

OLC-1-3	File - "Manuscript" booklet signed by Kate Farrell, July 29th, 1897	1878, 1897	OLC-002
OLC-1-4	File - "Jousse's Catechism of Music" book [1869] signed by Kate Farrell September 24th, 1878	1878, 1897	OLC-002

Series OLC-2: General correspondence

Date: 1871-1951 (date of creation)

Scope and content:

Series consists of both incoming and outgoing correspondence related to the day to day operation of the Ottawa Ladies' College. Included in the correspondence are letters addressed to William Moore and Alex E. Mac Rae. Also, there are two letters from Anna Buchan (sister of John Buchan) to Mrs. Chas. Thornburn (member of the Ottawa Ladies' College Board of Trustees).

Physical description: *0.12 m of textual records

Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Ref code	Title	Dates	Access status	Container
OLC-2-1	File - General Correspondence (William Moore), 1871-1872	1871-1951		OLC-001
OLC-2-2	File - General Correspondence, 1914-1924	1871-1951		OLC-001
OLC-2-3	File - General Correspondence, 1937-1940	1871-1951		OLC-001
OLC-2-4	File - General Correspondence, 1940-1941	1871-1951		OLC-001
OLC-2-5	File - General Correspondence, 1916-1945	1871-1951		OLC-001
OLC-2-6	File - General Correspondence, 1944-1947	1871-1951		OLC-001
OLC-2-7	File - General Correspondence, 1936-1941	1871-1951		OLC-001
OLC-2-8	File - General Correspondence, 1935-1936, 2 parts	1871-1951		OLC-001
OLC-2-9	File - General Correspondence (Alex E. Mac Rae- Honorary Secretary Treasurer), 1944-1951	1871-1951		OLC-001
OLC-2-10	File - Letters from Anna Buchan (sister of John Buchan) to Mrs. Chas. Thornburn, C.B.E. (Board of Trustees - OLC), 1936.	1936		OLC-002

Series OLC-3: Legal records

Date: 1901-1951 (date of creation)

Scope and content:

Series includes various declarations, affidavits, agreements and related legal records.

Physical description: *0.05 m of textual records

Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Ref code	Title	Dates	Access status	Container
OLC-3-1	File - Miscellaneous legal documents and related correspondence, 1901-1951	1901-1951		OLC-001

Series OLC-4: Minutes

Date: 1870-1947 (date of creation)

Scope and content:

Series includes minutes and related correspondence from the Ottawa Ladies' College. This series also includes a minute book (1870-1889).

Physical description: *0.11 m of textual records

Note:

These minutes are not complete; the date ranges are 1870-1889 and 1914-1947.

Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Ref code	Title	Dates	Access status	Container
OLC-4-1	File - Miscellaneous minutes and related correspondence, 1914-1947	1914-1947		OLC-001
OLC-4-2	File - Ottawa Ladies' College minute book, 1870-1889	1870-1889		OLC-002
OLC-4-3	File - Minute book, 1869-1883	1869-1883		OLC-003

Series OLC-5: Financial records

Date: 1916-1951 (date of creation)

Scope and content:

Series includes financial statements, bankbooks and auditor reports related to the operation of the Ottawa Ladies' College.

Physical description: *0.04 m of textual records

Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Ref code	Title	Dates	Access status	Container
OLC-5-1	File - Financial records, 1916-1925	1916-1951		OLC-002
OLC-5-2	File - Ottawa Ladies' College bankbook, 1941-1948	1916-1951		OLC-002
OLC-5-3	File - Miscellaneous Financial records, 1942-1949	1916-1951		OLC-002
OLC-5-4	File - Financial Statements and Auditor's reports, 1935-1951	1916-1951		OLC-002

Series OLC-6: Miscellaneous files

Date: 1875-1935 (date of creation)

Scope and content:

Series is comprised of lists of parents, staff, shareholders and alumnae of the Ottawa Ladies' College

Physical description: *0.05m of textual records

Access points:

- Textual record (documentary form)

Publication status:

Published

File / item list

Ref code	Title	Dates	Access status	Container
OLC-6-1	File - Parents, staff and alumnae of the Ottawa Ladies' College lists, 1900-1935, nd	1875-1935		OLC-001
OLC-6-2	File - Ottawa Ladies' College list of shareholders, 1875	1875-1935		OLC-001
OLC-6-3	File - Student register, 1905-1912	1875-1912		OVR-031

OLC-6-4	File - Student register, 1875-1877	1875-1912	OVR-031
OLC-6-5	File - Record of examinations, class standing and promotions, 1883-1887	1883-1887	OLC-003
OLC-6-6	File - Register of graduation lists, 1900-1942	1885-1942	OLC-004
OLC-6-7	File - Register of attendance and amounts owing, 1885-1889	1885-1942	OLC-004