UBC Press
fonds

Compiled by Erica Hernandez (2000)
Revised by Tracey Krause (2006), Myshkaa McKeen (2009),
and Erwin Wodarczak (2017)
Last revised September 2017

*** Institutional records -- researcher access subject to review ***

University of British Columbia Archives
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Fonds Description

16.80 m of textual records.

Administrative History

The UBC Press was established in March 1971 as the incorporated successor to the Publications Centre, which had been the publishing department of the University since 1961. With the change of name, the Press expanded its publishing program and broadened its services to the regional, Canadian, and international scholarly communities; frequently providing book production and distribution services to a number of national and international university presses, cultural institutions, government agencies, and international publishing houses.

The Press has editorial, promotion and distribution facilities for the books it publishes; while the design and printing, although controlled by the Press, is done by commercial firms. All books published by the UBC Press are subjected to peer review and must be approved by a committee of faculty members appointed by the University President.

The Press continues to concentrate the major portion of its book publishing activities in four general areas of Asia and the Pacific, International Law and Canadian subjects with considerable emphasis on British Columbia. Within these areas a wide range of academic disciplines, from the humanities through the sciences, is included. The Press also publishes works of special significance outside these areas when warranted. In addition to books and monographs, a number of journals and a yearbook are also published in association with the Press. Most notably are the journals Canadian Literature, B.C. Studies, and Pacific Affairs, as together they formed the primary impetus for the development of a Publications Centre, turned Press, within the University of British Columbia. These journals continue to retain their "associative" relationship with the UBC Press; such a distinction needing identification as their publication is financed separately from the Press's publication of its own books and monographs. More or less concurrently, the Canadian Yearbook of International Law, commenced publication under the auspices of the Canadian Branch of the International Law Association, also in association with the UBC Press. Aside from these editorial considerations, the UBC Press has also carried on an active book-publishing program, which encourages faculty members who wish advice on the publishing process to consult the Press.

At the time of its inception in the early 1960s, the Executive Director of the UBC Press reported to the Deputy President of the University, as well as to a Faculty Board of 23 members to whom the Director was to submit an Annual Report. While the Board
authorized all major policy decisions of the Press, it also facilitated the establishment of a supportive sub-committee whose mandate was to handle routine publishing decisions and any other, less significant, Press affairs. As of 1998, the UBC Press was granted the official designation of a University Department; as such, both the Press, and its Executive Director, report directly to the Vice-President, Research. As well, a Publications Committee, as the descendent of the founding "supportive sub-committee", is presently the collective entity responsible for all publishing decisions.

The administration of the Publications Centre / UBC Press was initially overseen by Mr. James Banham, Information Officer at the University, who was Acting Executive Director of the Centre during the 1960s. In 1969 Mr. Anthony N. Blicq was appointed to the position of Executive Director of the UBC Press. Mr. Blicq acted in this capacity until 1983 when Basil Stuart Stubbs was directed to fill the resulting vacancy in an interim capacity. In 1984, Mr. Stuart Stubbs was relieved by James J. Anderson who served in this executive capacity until 1990. For the following year, Jean Wilson was appointed to the position of Acting Director until 1991 when R. Peter Milroy received the full executive appointment.

**Scope and Content**

The fonds consists of correspondence with both published and prospective authors, other university presses, distributors, agents and departmental staff, reviews and newspaper clippings pertaining to published material; minutes of meetings, and reports of financial standing; grant applications, and program and award descriptions. The fonds has been divided into the following series and sub-series: Correspondence (comprised of the following sub-series: Bill C.Y. Li; Jane C. Fredeman and Tony Blicq; Institute of Pacific Relations); Financial; Committees; Grants, Awards, and Programs; Administration and Organization; Other Publishers, Agents and Distributors; Published Works; and Reviews.

**Notes**

Fonds consists of institutional records – access requests must be reviewed by the University’s FOIPOP Coordinator.

Title based on source of fonds.

Materials in Boxes 58 and 59 were originally included among records of the President's Office, and were transferred in September 2017.

Further accruals expected.
Series Descriptions

**Correspondence series.** -- 1972-1983.
1.05 m.

Series consists primarily of the correspondence of the Senior Editor, Executive Director, and General Manager of UBC Press. It is arranged in three sub-series: Jane C. Fredeman and Tony Blicq sub-series, Bill C.Y. Li sub-series, and Institute of Pacific Relations sub-series.

73 cm.

As the Senior, then Managing, Editor of UBC Press from 1973-1990, Jane C. Fredeman was primarily responsible for the solicitation and editing of manuscripts; while A.N (Tony) Blicq, as the first Executive Director of the UBC Press, was responsible for both the establishment of the departmental infrastructure, and the practical realization of the mandate of the Press itself.

Correspondence sub-series consists of drafts of letters and memorandum regarding readers reports, grant proposals, interdepartmental communication, correspondence with authors, warehouse operations, letters of acknowledgement, changes to administrative procedure and restructured responsibility, requests for donations, quotation permission, and manuscript rejections.

Boxes 1, 2(1-16)

20.5 cm.

As the General Manager of the UBC Press from the early 1970s to 1990, Bill C.Y. Lis initial responsibilities for the production process were eventually superseded by competencies in the financial and business oriented offices of the UBC Press.

Correspondence sub-series consists of drafts of letters and memorandum regarding departmental communication, preparation memos for meetings and seminars, book construction, royalty payments, sales reports, financial support, and topics pertaining to the production and layout of material to be published.

Boxes 2 (17-20), 58
12 cm of textual records.

Correspondence sub-series consists of letters and financial statements documenting the printing and distribution of works prior to the establishment of UBC Press, primarily by the Institute of Pacific Relations. The records overlap the tenure of Tony Blicq as Executive Director.

Box 59

85.5 cm.

The UBC Press is financed in two ways: the operating overhead costs of the Press are supported by an annual budget from the University, which is granted to the Press in its capacity as a University Department. This financial relationship, which has continued since 1971, forms the largest continuing portion of the University’s support for the Press. The second portion of Press financing is a fund of Trust and other monies, which are used for the production costs of the books published by the Press. In addition to a small, accumulated surplus, these funds come to the Press annually from earnings from permanent Trust funds, grants from the Canada Council, the University and private donors and from returns from the sales of Press books. It has been the policy of the University in the past, that budgeting of the journals and yearbook produced by the Press be financed separately with a self-balancing budget. Series consists of annual reports, interdepartmental memoranda, sales analyses, invoice overviews, year-end balance sheets, correspondence, minutes of meetings, journal vouchers, income statements and summaries of annual expenses.

Boxes 3(4-32), 4, 5(1-9)

43.5 cm of textual material.

Series consists of minutes and related papers and correspondence of the various committees involved with the administration and the facilitation of editorial decision-making policy of the UBC Press. Such committees include the Publications Management Committee, later known as the President’s Advisory Committee – UBC Press, (a change in name made effective December 10, 1970) which had as its mandate to establish, maintain, keep under review, and change broad policies governing a publications program for the University Press, and to advise and assist the Director of the University Press in implementing these policies. This latter directive being carried out specifically
through the appointment of an Editorial Sub-committee consisting of Consulting Editors, the Chair of the Committee and other Committee members as required in individual instances. The Advisory Committee was also to receive from, and approve, the Director’s annual Press report prior to its submission to the UBC President and Board of Governors. Other committees included in this series are the UBC Press Production Meeting, the A.I.R. Committee on Publications, the Publications Committee, and the Non-Academic and Service Departments Liaison Council. Types of materials found in this series include minutes, correspondence, reports, memoranda, and papers relating to the decisions and actions of the Press’ committees.

Boxes 5(10-28), 6(1-11)

47 cm of textual material.

Series consists of correspondence, grant and membership applications, invoices, printing and editing estimates, financial statements, application questionnaires, certificates of merit, and program descriptions.

Boxes 6(12-28), 7(1-16), 56(10)

11 cm of textual material.

Series consists of correspondence, membership applications, announcements, proposals and incorporation notices pertaining to the formation and development of the UBC Press.

Boxes 7(17-30)

70 cm of textual material.

Series consists of correspondence, memoranda of agreement, invoices, contractual agreements, requests for proposals, cost and profit analyses, marketing proposals and promotional announcements.

Boxes 7(17-30), 8, 9(1-17)

**Published Works series.** – 1955-2002.
9.46 m of textual material.
Series consists of correspondence with authors, layout development, publication permission files, financial statements, mechanical production consideration (i.e. paper and print quality; paperback reprints and new editions), fund raising petitions, gratis copy files, contract files, editing notes and Press reader reviews, and marketing campaigns. Series is arranged alphabetical by author and/or by publisher.

Boxes 9(18-41), 10-25, 36-37, 38-52

3.71 m of textual material.

Series consists of correspondence with published authors, review lists, newspaper clippings and promotional tour updates.

Boxes 26-35, 52-53
File List

CORRESPONDENCE SERIES

Jane C. Fredeman and Tony Blicq sub-series

BOX 1


BOX 2


Bill C.Y. Li subseries

2-17 Bill Li’s Correspondence. 1973-1976.
2-18/20 Bill Li’s Correspondence. 1979-1981.

BOX 3

3-1/2 Bill Li’s Correspondence. 1981-1982.
3-3 Bill Li’s Correspondence. 1983.

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FINANCIAL SERIES

3-5 Annual Reports, April 1973.
3-6 Basic Working Papers 1974-75; Annual Report.
3-7 Financial Statements and Correspondence. 1974-78.
3-11 Discount Policy – After 1982.
3-12 Financial Statement, 1980-86 [includes annual balance sheets]
3-13 President’s Annual Report, 1981-82.
3-14 Press Sales – Miscellaneous, 1982-86.
3-15 Cost of Sales, 1984-85.
3-16 President’s Report, 1984-85.
3-17 Auditor’s File for 1985-86 and Financial Statements.
3-19 Internal Auditor’s and Auditing, 1986-89.
3-22 Internal Auditor’s File, 1987-88.
3-23 Financial, 1987-89.
3-25 Correspondence - Accountant, 1988-89.
3-26/33 Sales Reports and Statistics, 1980/81, 1989/90.

BOX 4

4-2/3 FRS Ledger, April – October, 1990.
4-4 FRS Ledger, June – July 1990.
4-7/10 FRS Ledger, April – September 1991.
4-11 FRS Ledger, June 1991.
4-16/19  FRS Ledger, April – September 1992.
4-20    FRS Ledger, July – August 1992.
4-22/23 FRS Ledger, April – September 1993.
4-24    FRS Ledger, July 1993.

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5-4/5    FRS Ledger, January – May 1995.
5-6      Financial Statements, 1993-95.
5-8      Draft of Report on UBC Press Accounting Systems and Procedures. –
5-9      Financial Systems Overview.

COMMITTEES SERIES

5-10/12  Minutes – Publications Management Committee, 1967-69.
5-13     President’s Advisory Committee- UBC Press, 1970.
5-14/15  Board of Governors – Contracts to be Approved at Meetings, 1970-80, 1982.
5-16     Minutes of Third Meeting of AIR Committee, 1971.
5-17     Editorial Sub-committee Minutes of Meetings, 1971.
5-18     Committees – Executive Sub-committee Minutes, 1972.
5-19     Committees – Non-academic and Service Department’s Liaison Council, 1972.
5-21     Board of Governors – Contracts to be Approved at Meetings, 1981-82.
5-22     UBC Press Production Meetings – Minutes, 1983-84.
5-23     Press Committee. General Correspondence, 1967-84.

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6-3/5    Press Committee. Correspondence and Proposals, 1983-84.
### GRANTS, AWARDS, AND PROGRAMS SERIES

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7-16 Social Science Federation of Canada - Canadian Federation of Humanities, 1987.

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7-17 UBC Press – Planning and Incorporation, 1967-77.
7-20 Announcement of Incorporation, 1971.
7-21 UBC Press Application for Membership to the AAUP [American Association of University Presses], 1971.
7-23 Copy and Duplicating, 1972. [a department].
7-24/25 UBC Press - Formation and History (Report prepared June 1, 1972)
7-29 Warehouse General [includes blue prints] 1979-81; 1983-86.
7-30 Rearranging the Filing System, 1982.

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8-16 Canadabooks- books for Canadian Education, 1974-76.
8-20 University College of London (A) 1990-94.
8-21 University College of London Press (B), 1991-92.
8-25 EMAP [Export Marketing Assistance Program]. 1993-94. (A)
8-26 EMAP [Export Marketing Assistance Program]. 1993-94. (B)
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8-33 List of Agents, 1980.
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9-12 Stanton, Hunt and MacDougall Ltd. – sales reps., 1971-76.

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9-27 Adult Education and the Adoption of Innovations.
9-38 Arming the Chinese, 1982-83.
9-39 Artibise, Alan: Western Canada Since 1870.
10-1/2  Assu & Inglis: Assu of Cape Mudge, 1988-89.

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10-7  Bali: Good Demon, 1981-91. (Mark file)
10-12/12  Barman, Herbert & McCaskill: Indian Education in Canada. 1985-86.
10-16  Barratt, Glynn: Russia in Pacific Waters. 1977-81.
10-23  B.C.’s Futures in Forest Products Trade in Asia and the Pacific Area. 1965-67.
10-26  Belshaw, Cyril S.: Anatomy of a University. 1964
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11-5 Bourne, Charles: Canadian Yearbook of International Law. 1980-88.
11-6 Bourne: Canadian Yearbook of International Law, vol. XXV. 1984-89.
11-7 Bourne: Canadian Yearbook of International Law XXVI, 1989.
11-12 Brayshaw: Hawthorn Party.
11-13/14 Breen, David & Coates, Kenneth: P.N.E. History Book. 1982
11-21 Burbridge: Wildflowers of the Southern Interior of B.C.

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12-2 Canadian Literature, # 6.
12-3 Canadian Writers in 1984.
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12-35/36  Cohn, Ted: The International Politics of Agricultural Trade. 1988-90.

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13-9  CPPCC [Canadian Publisher Project Coordinating Committee]. 1976.
13-11  Crawley, Alan & Contemporary Verse: Joan McCulloch, 1974-77.
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14-10 Ferguson, Denholm, and Pence: The Practice of Professional Child Care. 1985-87.
14-13 FitzHugh & Kaplan: Inua.
14-15/16 Fox & Stephenson: The Practical Application of Economic Incentives.
14-17 Fox & Stephenson: Use of Economic Incentives for Control of Air and Water Pollution, 1975-77.
14-18 Friesen: Continuing Education at the University: A plan for the University of Rajasthan.
14-20 [Fullerton, Don]: Specialized Book Marketing, 1979-80.

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14-23 Getty, Ian: As Long As the Sun Shines, 1982-85.

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15-10 Gough, Barry: Gunboat Frontier. 1977-84.
15-22 Guidepost to Innovations – President’s Committee, 1964.

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Harris, Ken: Indian Legends [Visitors Who Never Left], 1972-1979
Harris, R. Cole: Letters from Windermere, 1984-85, 1990-91.
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17-5 Indian Education in Canada, 1989-91.
17-6 Invocations: Poetry and Prose of G. MacEwan.
17-7 Inua: Spirit World of the Eskimo, 1982.

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17-14 Jensen, Doreen [Nishga, artist]: North West Coast Ceremonial Blankets. 1985-86.
17-19 Jones, Hazel (co-pub w/Norbury): Live Machines. 1977-82.

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MacDonald, George: Haida Monumental Art, 1980-83.
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22-4 RCN in Retrospect - Campaign General, 1980-82.
22-6 Reid: Tommy Brayshaw the Ardent Angler. Permission File, 1976-77.
22-7/8 Reid: Tommy Brayshaw, 1975-77.
22-9 Resnik, G.J.: Indonesia’s History Between Myths, 1965-70.
22-10 Reviews of the Chinese in Cambodia.


Rodman: Masters of Tradition, 1985-86.

Rooke & Schnell: No Bleeding Heart: Charlotte Whitton, 1984-87.


Ruppenthal & Stanbury: Regulation, Competition & The Public Interest, 1974-78.

Ruppenthal: Transportation Subsides – Nature & Extent.


Russian Shadows on the British N.W.C. – Campaign General, 1981-83.


Samuel, Cheryl: Dancing Blanket, 1982-87.

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Schwartz, Geraldine: Research and Services F. Special Children – Campaign General, 1980-82.


Siemens: Between the Summit and Sea, 1989-90.


So Much To Do, So Little Time – Campaign General, 1982-85.


Starkman, Susan & Stanley Road Contemplative Man’s Recreation, 1969-70.

Stelter and Artibise: Power and Place, 1986.

Stephens, Don: Writers of the Prairies, 1971-78.


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Strong, K. (co-pub with Norbury): Ox Against the Story, 1976-77.

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24-34  Vancouver's Fair: Campaign General, 1982.
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25-32    Zacher: Canada and the Law of the Seas [gratis copies].

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| 26-9 | Advances in Research and Services. Review Correspondence. 1984-85. |
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