



Archives & Special Collections

Elizabeth M. Cudahy Memorial Library

Collecting Policy

Updated November 2023

Introduction

Loyola University Chicago is a private Jesuit institution with a strong history of liberal arts and professional programs. The Loyola University Chicago Archives & Special Collections (LUCASC) develops and maintains collections that support current and future teaching, learning, and research. This collection supports the scholarly initiatives of our students, faculty, staff, the wider Loyola community, and researchers from outside Loyola.

Archivists use their expertise in collection management to ensure the health, balance, and cost effectiveness of our collections. We strive to maintain active collections; this involves the acquisition and preservation of resources to better support research and learning needs.

In selecting materials for our collections, our actions are based on the belief in the essential importance of intellectual curiosity, knowledge acquisition, and the human desire to create, and we endeavor to fully support these pursuits. We affirm the value of academic freedom and the free exploration of knowledge, consistent with the liberal arts foundations of Jesuit educational practices. We strive to build collections that support research and learning and that represent a multitude of perspectives. Informed by the University's commitment to social justice, we take particular care to lift voices, communities, histories, and perspectives that have been historically diminished, marginalized and/or underrepresented in archives when they are encountered in our collections and/or when we seek to fill gaps in our collections.

Our collecting practices are based on our established collecting policy, which guides us in collecting with an eye toward offering a breadth and depth of materials that can sustain a wide variety of intellectual inquiries and pursuits.

Collecting Policy

The Loyola Archives & Special Collections (LUCASC) serves as the University's institutional memory by collecting, preserving, and making accessible the history of Loyola University Chicago. Additionally, LUCASC serves as an educational resource for the Loyola community and beyond by providing unique collections in the areas of rare books, Loyola history, Chicago history, Catholic history, business, satire and caricature, Edward Gorey, Jesuit educators, and politics, among others, for study and teaching. Records, papers, and collections in all formats (print, audiovisual, digital, and formats yet to be invented) are accepted.

University Archives

The University Archives collects, preserves, and makes available historical records in all formats documenting the schools/colleges, administration, practices, events, and programs of Loyola University Chicago. Records span the 19th, 20th, and 21st centuries and include vice-president diaries from the opening of St. Ignatius College, early photo albums showing students and faculty of St. Ignatius College, the first college library catalog, records of several (but not all) presidents, and records from the offices of vice-presidents, deans, departments, and student organizations. The audio-visual collection contains photographs, negatives, and slides; films; videos; and audio recordings pertaining to Loyola University Chicago. The University Archives Loyola oral history project has captured approximately four hundred interviews with staff, faculty, administrators, and alumni. Specifically, the University Archives collects the following:

University Records

Records in all formats of the administrative offices, colleges, schools, and departments of Loyola University Chicago with enduring historical, legal, fiscal, or administrative value. Records are transferred by departments to the University Archives in accordance with the official University records retention schedule. The University Archives retains the official copy of all theses and dissertations written at the University, and documents and preserves the University's website and the information that it contains.

Jesuit Community Records

Records of the Jesuit community at Loyola University Chicago and papers of individual Jesuits.

Special Collections

Special Collections collects, preserves, and makes available papers, records, and collections in all formats. Collecting areas include business; Jesuit educators; Loyola staff, faculty, and alumni; Chicago history; Catholic history; entertainment history; politics; caricature and satire; and Edward Gorey. The collections include the papers of Samuel Insull and related persons and companies; the records of the Catholic Church Extension Society; a 19th century British political broadside collection; the Cuneo Family papers; the Scott Stantis papers; the Melville Steinfeld papers; and the Follett Collection. Following are the established collection areas for Special Collections:

Samuel Insull

Papers of Samuel Insull; published works relating to his life and work; records of companies owned, headed by, or affiliated with Insull, including Commonwealth Edison Company and Peoples Light Gas and Coke Company; and papers of individuals who worked with Insull.

Entertainment Arts

Papers of individuals, collections, and publications relating to the entertainment arts, especially relating to theatre in Chicago.

Catholic History

Records and collections of Catholic organizations, especially those with a relationship to Chicago, and the papers of individuals active in such organizations.

Jesuit Educators

Papers of prominent Jesuit educators connected with Loyola University Chicago.

Loyola Faculty, Staff & Alumni

Papers and other collections documenting the lives and work of Loyola faculty, staff, and alumni, especially those that contain historical or administrative information about the University.

Chicago/Illinois History

Papers, records, and collections relating to the people, places, and activities important in Chicago and Illinois history.

Politics

Papers and collections relating to politics in the United States, especially those of Loyola University Chicago alumni active in state and national politics.

Caricature and Satire

Books and collections relating to political caricature and satire in Great Britain and the United States.

Rare Book Collection

The Rare Book Collection collects, preserves, and makes available books and manuscripts from the 13th century onward. The collection includes over fifteen languages. The strongest subject areas in the collection are British History, American History, Theology, Philosophy, drama, British literature, American literature, travel, book history, history of medicine, and the sciences. The Jesuitica collection spans disciplines, subjects, and centuries and is known for a first edition of the Spiritual Exercises, Chinese mission texts, sermons, and books by notable Jesuits such as Boscovich, Kircher, and Charlevoix, as well as its anti-Jesuit works. The rare book collection includes approximately twenty-five incunables and eight medieval manuscript leaves.