

# University Archives and Special Collections FY04 Annual Report

Prepared by Kathryn A. Young

## Personnel

- Kathryn A. Young, part-time University Archives Coordinator.
- Timothy Lacy joined the University Archives as a graduate assistant in August 2003. He is currently working on his doctorate in American History at Loyola University Chicago. Tim works part-time at both the University Archives and the Women and Leadership Archives. He is currently processing the B.G. Gross Papers.
- Beth Myers joined the Archives' staff on May 1, 2004 as a summer Graduate Assistant. Beth is currently working on her doctorate in American History at Loyola University Chicago. So far this summer she has processed two addendums to the Insull Papers and is currently working on some Rome Center records.
- Dorothy Hollahan, BVM, has been volunteering at the University Archives, in addition to volunteering at the Women and Leadership Archives, since May 2003. Dorothy has been processing the CISCA collection created by Br. Grace.
- Helen Macatee, BVM, started volunteering at the University Archives in January 2004. Sr. Helen has assisted in conducting the rare book inventory and is currently organizing the University Archives Publications Collection. She is entering information about the Publications Collection into Past Perfect.

It is important to note that the University Archives depends greatly on the graduate assistants and volunteers who work there. The University Archives graduate assistants handle both processing and reference duties while the volunteers help with processing the collections. Without graduate assistants the University Archives would not be able to be open 32 hours a week, and would not be able to serve as many researchers, both internal and external, as we do.

## Accomplishments

During the past year the University Archives Coordinator has been asked to appraise records in three departments - University Ministry, School of Social Work, and Advancement – in anticipation of transferring them to the University Archives. The University Archives Coordinator has worked with Advancement and Public Relations by providing photographs and historical information and with several alumni groups

planning displays for their reunion weekend. The number of internal requests has increased by 15%; the total number of email requests has risen by 22%; the number of web page hits has risen by 78%; and the number of on-site researchers is up by 6%. This emphasizes that the University Archives and Special Collections is recognized as an important part of the Loyola University Chicago Libraries that provides a unique service to both the Loyola University Chicago community and outside scholars.

- ***Intellectual Control***

Re-establishing intellectual control is a continuing project at the University Archives though some significant progress has been made during the past year. Updating and standardizing the policies and procedures used by the archives has begun as has entering information about the collections into Past Perfect. Some of the projects during the past year include:

- **Reorganization of 218, 219, and deck d** (ongoing) – The physical and intellectual reorganization of room 219 is finished with records being placed into record groups and placed together on the shelves. Frequently used collections have been moved from deck D to room 219 while infrequently used collections previously in room 219 have been transferred to deck D. To complete this project, location cards and finding aids will need to be updated and collection information entered into Past Perfect. Room 218 and deck D will be reorganized in the same way.
- **Collection survey** (ongoing) - As areas are reorganized the collections are surveyed to determine their processing status. This process will assist the university archives coordinator in the accessibility of the collections and help in the creation of a processing priority schedule. The goal of this project is to provide minimal access for each collection.
- **Policies and Procedures** (ongoing) – During the past year an excellent start on a policies and procedures manual has been made. This manual will make it easier for the staffs of all repositories at Loyola University Chicago to handle requests.
- **Past Perfect** (ongoing) – Approximately 500 records have been entered into Past Perfect to date. Most of these cover published materials that are part of the University Archives and / or Women and Leadership Archives however some are entries for films, photographs, and archival collections available at the repositories.

- ***Acquisitions and Accessions***

The University Archives accessioned approximately 81 linear feet of material this past academic year. The majority of these accessions were from various university departments including photographs from Public Relations; records from the President's

Office, IPS, the College of Arts and Sciences; and video tapes of programs from the Center for Faith and Mission.

Notable acquisitions this year include:

- A photograph of the Bennett Medical School of Loyola University Chicago class of 1914
- 62 video tapes of programs presented by the Center for Faith and Mission from 1996 to 2000 (approximately 3 linear feet)
- The Francis Ward Stagebill Collection (approximately 3 linear feet)
- 281 dissertations and theses were added

- ***Processing***

Several large collections have been worked on during the past year, although not all of them have been completely processed as of yet. Collections processed, or being processed, include:

- The B.G. Gross Papers, approximately 30 linear feet
- An addendum to the CISCA Collection, approximately 3 linear feet
- Historical files from Public Relations, approximately 3 linear feet
- Three addenda to the Samuel Insull Papers, approximately 12 linear feet

- ***Reference Activities***

Handling reference inquiries is a daily activity at the University Archives. A total of 523 inquiries (188 internal, 335 external) were received during the past year. The majority of reference questions were received via phone calls and email, although there was a healthy increase in on-site researchers. Time spent handling reference requests varied according to the extent of information requested but averaged about 30 minutes. Occasionally several days are needed to locate the relevant information. It is not uncommon for the staff at the archives to come across related information during research for other requests. When this happens, the person making the previous inquiry is made aware of the additional information that was located. Among the more notable requests this year were:

- Boston Public Television WGBH requesting images from the Samuel Insull Papers to be used in a documentary called “They Made America”
- Several other researchers using the Samuel Insull Papers
- A request for an image from the Raymond V. Schoder, SJ, slide collection to be reproduced in a paper

- An author hired by Loyola University Chicago to write a history of the university has used historical information about the university
- Students researching the possibility of restarting the yearbook
- A researcher in Germany requested information on Loyola's Home Correspondence Division that provided extension courses to Prisoners of War during World War II
- Two professors from the University of Montana requested information about the National Catholic Interscholastic Basketball Tournament held at Loyola University Chicago

- ***Exhibits***

On display for the past year on the second floor of Cudahy Library is the exhibit – “From St. Ignatius College to Loyola University Chicago, 1870-1930”. This exhibit highlights some of the clubs, athletics, and events that occurred during the first 60 years of Loyola University Chicago.

- ***Special Events***

Due to room 218 currently being the holding place for the Baumhart records, the University Archives was unable to participate in National Archives Week with its planned open house.

- ***Mold Cleanup***

Monitoring of environmental conditions in rooms 218, 219 and on deck D is an ongoing effort. While the mold remediation project was completed in July 2003, it was noted on August 4, 2003, that the stack decks were very hot and humid, apparently the result of the HVAC system being turned off for the weekend. Following this, deck d was carefully monitored for the reappearance of mold. On August 12, 2003, mold was found growing once again on the theses and dissertations, with row 18 being the worst. The dean was immediately informed, and the mold infestation has been carefully monitored for the past year. Stack deck D has been cleaned, vacuumed, and dusted, and in May a project to clean all dissertations and theses, as well as rare books on deck C, was launched. To date approximately half of the dissertations and theses and about ¼ of the rare books on deck C have been cleaned. The most infected row of dissertations and theses will not be touched. It is highly recommended that all dissertations, these, and rare books be sent to a freeze-dry facility to exterminate both active and inactive mold spores.

## **Rare Books**

### **Accomplishments**

- ***Rare Book Inventory***

Inventorying the Dewey rare books has continued with the assistance of Patricia Xia, Yvonne Damien, and Helen Macatee, BVM. Patricia created Dewey rare books report for stack deck C and the rare book room (room 219). Yvonne checked the rare books on stack deck C against this report and noted books found, books missing (approximately 20), and books not listed on the report (approximately 50). Helen Macatee, BVM, checked the rare book room in room 219 against the report and found approximately 30 titles on the report that were missing from their location. A list of missing titles has been given to Kerry Cochrane to be checked for in the Dewey books stored by Hallet, but to date no information has been returned.

- ***Other***

The University Archives Coordinator was accepted into a course on special collections librarianship at the Rare Book School, located at the University of Virginia, but was unable to attend. She will apply again the next time the course is offered.

