

University Archives and Special Collections Annual Report FY06

By Kathy Young, University Archivist
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Academic year 2005-2006 was extremely busy at the University Archives. Usage of the archives by both the Loyola community and external researchers continues to rise and the archives staff has been involved in many University projects. Internal Loyola University Chicago requests increased 39% from 306 requests in FY05 to 426 in FY06. This increase can be attributed to more requests being received from University departments. As usual, the majority of information requests came via email (211) and telephone (228) although the number of in-person researchers continues to rise (205). Web page hits and visits continue to increase thanks in part to the re-design of the web site and the continual addition of new content. See the comparative yearly statistics chart, 2000-2006, at the end of the report for further details.

Accomplishments

Intellectual Control and Access

- **Past Perfect** – The first phase of the Past Perfect project has been completed thanks to the work of Sister Helen Macatee, BVM. Phase one involved entering the information from the accession cards into the accession module and creating brief catalog records. Sister Helen entered information for accessions from 1980 to 2003, resulting in 1068 accession records and 866 brief catalog records. Database maintenance is on-going to insure all information is presented in a standardized format.
- **Autograph Collection Inventory** – An inventory of the autograph collection has been completed and an Excel spreadsheet created with a total of 1,237 entries. Some entries contain multiple items.
- **University Photograph Collections** – A subject inventory has been completed for all photograph collections. In addition, the archives staff has begun counting images in the photograph collections. The total currently stands at 60,000 photographs, slides, and negatives.
- **University Archives Website** – The University Archives web site was transferred to the new University template at the beginning of Academic Year 2005-2006. Changes were made in the presentation of information about the collections in an effort to provide more access to information at the archives. Among the changes were the addition of PDFs for the Catholic Church Extension Society Diocesan Correspondence and U.S. photographs; the Samuel Insull papers; the E. Ogden Ketting papers; and the Granger W. Westberg papers. A new Loyola history section has been created which includes a timeline and a president's list with highlights from each administration.
- **Re-organization of room 219 & Deck D** – The stacks in room 219 are being re-organized to reflect the collection priorities in the libraries' new disaster plan. The most important collections (priority 1), specifically the earliest records of St. Ignatius College/Loyola

University and University Archives operation files, have been moved to range 12 by the door of room 219 in case they need to be removed during an emergency.

- **Policy Manual** – A revised policy manual has been submitted to the dean of libraries for review.

Accessions

- 58 accessions totaling 219 linear feet of material were received at the University Archives during the 2005-2006 Academic year, a decrease of 5% from FY05. The FY05 receipt of 230 linear feet of material reflected the first ever University-wide clean-out day in response to the creation of the University records management policy & retention schedule.
- **Notable accessions include:**
 - School of Law records, ca. 1976-2004, 10 linear ft
 - Thomas Haney, Associate Dean – Law School, ca. 1962-2004, 40.5 linear ft
 - Allen Shoenberger, J.D, - Law School, ca. 1990-2003, 4.5 linear ft
 - Hispanic Institute records, IPS, ca. 1975-2005, 7 linear ft
 - D’Arcy Gallery records, ca. 1938, 1969-1994, 3 linear ft
 - University Marketing and Communications, ca. 1970-2000, 52 linear ft
 - University Libraries records, ca. 1969-2004, 3.5 linear ft
 - Alan Barney, Assistant University Librarian, ca. 1997-1998, 1.5 linear ft
 - David Nutty, Assistant University Librarian, ca. 1989-1997, 8 linear ft
 - Public Affairs records, ca. 1990-1999, 10 linear ft
- **Theses and dissertations** – 266 theses and dissertations were added to the University Archives collection. This reflects a 118% increase over the 122 theses and dissertations received during FY05.

Processing

The past year was dedicated to processing large collections, specifically the Raymond C. Baumhart, S.J., presidential records and the Richard A. McCormick, S.J., papers. The McCormick papers have been completed and the Baumhart records are nearing completion with approximately 15 linear feet remaining. Processing was begun on Law School records from 1921 to 1996, approximately 23 linear ft, but has not been completed.

Raymond C. Baumhart, S.J., records, 1918 – 1993 (Bulk 1960-1993), 81 linear ft
Richard A. McCormick, S.J., papers, 1940 – 2001, 50 linear ft

Reference

A total of 658 reference requests, 426 internal (Loyola students, staff, faculty, & administration) and 232 external, were handled at the University Archives from July 2005 through June 2006, an increase of 4% over FY05. The number of emails requests rose from 223 to 228, an increase of 2% for FY06, and for the first time statistics for the number of departmental requests via email were kept. This showed that 127 out of the total 228 emails received were from University departments. A total of 211 telephone inquiries were handled by the archives staff, an increase of 22% over FY05. On-site researchers remained consistent rising from 199 in FY05 to 205 in FY06, a 3% increase, and the number of ILL requests decreased slightly from 6 in FY05 to 5 in FY06. The summer of FY06 saw a number of international requests for images from rare books and Schoder

collection slides to be used in publications. These requests came from Germany, Mexico, and England.

Outreach

- Members of University Marketing and Communications visited the archives to see what services and information are available. The result was the involvement of the University Archives with the development of UMC's Loyola timeline.
- Ada Steencken and Cheryl Sporlein from the College of Arts and Sciences dean's office came to the archives to see what CAS materials are here, how they are organized, and to get an idea of the other types of records they could transfer to the archives.
- A Freshman 101 seminar visited the archives in the spring for a brief overview of Loyola history.
- A new brochure to replace the archives' 12 year old brochure is in development.
- The archives staff continues to work with the editor of Loyola Magazine to provide images, captions, and information for stories.

Special Projects

- Loyola History Project – The staff at the University Archives continues to assist on the Loyola History Project by providing access to records at the archives and locating additional resources.
- Loyola Oral History Project – A proposal to re-instate the University's oral history project was submitted as requested by the dean of libraries and provost. This proposal reshapes the project to document university history by unit instead of depending on interviews with retiring faculty, staff, and administrators.
- UMC Loyola timeline – The archives staff provided approximately 80 images for the Loyola timeline being developed by University Marketing and Communications. In addition, the archivist assisted UMC by providing captions for each image, proofing timeline blurbs, and doing a final check of captions and images with UMC staff.
- AJCU Archives project – September 2005 saw the first meeting of AJCU archivists at Marquette University. The purpose of this meeting was to discuss a possible joint digital project. Since September 2005 the project has been on hiatus pending approval and funding by the AJCU library directors. Recently, however, it appears that the project might be once again become active.

Staff Changes

Kirsten DeVries joined the University Archives staff in January 2006 as a special project graduate assistant to process the Richard A. McCormick, S.J., papers. She will be leaving the archives staff at the end of August 2006.

Beth Myers originally joined the University Archives staff as a graduate assistant in 2002. While working at the archives on and off from 2002 to 2006, she processed approximately 92 linear feet of records. She resigned to pursue other opportunities upon the completion of her degree in June 2006.

Comparative Yearly Statistics 2000 to 2006

	% Change	FY06	FY05	FY04	FY03	FY02	FY01	FY00
Phone Calls – LUC	22	124	102	109	95	152	220	372
Phone Calls – External	(9)	87	96	156	156	218	348	602
E-mails	2	228	223	120	98	117	102	84
Letters	0	9	9	14	11	38	17	17
On-Site Researchers	3	205	199	134	127	190	196	218
ILL	(17)	5	6	7	No data	No data	No data	No data

<i>Total Internal Requests</i>	39	<i>426</i>	<i>306</i>	188	<i>No data</i>	<i>No data</i>	<i>No data</i>	<i>No data</i>
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<i>Total External Requests</i>	29	<i>232</i>	<i>329</i>	335	<i>No data</i>	<i>No data</i>	<i>No data</i>	<i>No data</i>
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Total Research Inquiries	4	658	635	523	486	714	882	1292
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Web Page Hits	.37	18937	18,867	7592	4273	2131	569	818
Web Page Visits	3	3700	3,604	2813	No data	No data	No data	No data
Number of Accessions	(2)	58	59	30	44	23	34	28
Linear Feet	(5)	219	230	81	142	47	55	115
Dissertations and Theses	118	266	122	281	277	75	213	257