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Loyola University Chicago Archives & Special Collections

FY16 Annual Report

Table of Contents

University Archives & Special Collections	2
Access	2
Acquisitions.....	3
Processing	4
Reference	4
Electronic Records	4
Oral History Project	5
Outreach	5
Special Projects	6
Congressional Archives	7
Access	7
Acquisition	7
Processing	7
Reference	7
Outreach	7
Special Accomplishments	8
Staff.....	9
Appendix A: Reference Requests.....	10
Appendix B: Acquisitions	10
Appendix C: Processing	11
Appendix D: Catalog Records	11
Appendix E: CONTENTdm Collections	12
Appendix F: Internet Archive Webpage Downloads	13
Appendix G: Loyola eCommons Downloads	14
Appendix H: Social Media Stats	14
Appendix I: Oral History Project Interviews, 2015-2016.....	15
Appendix J: Oral History Project Transcriptions completed 2015-2016.....	16

University Archives & Special Collections

Each fiscal year the Loyola University Chicago Archives & Special Collections continues to increase access to the collections while working on special projects, acquiring more collections, and promoting the use of archival and rare book collections. FY16 saw this work continue however there was one major project which occurred throughout the year – the renovation of the special collections suite. This project began with the removal of all collections and workstations in the special collections suite (completed by December 15, 2015) and ended June 23, 2016, when collections and staff were finished moving back into the renovated space. During this time staff continued to assist researchers and acquire collections, however processing and digitization of collections virtually ceased for the duration although the number of books cataloged from the rare book collection increased. Overall the total research inquiries increased over FY15 by 10%; the number of acquisitions increased by 36.6% with a 465.65% increase in the linear feet of materials received; the number of items in digital collections increased slightly; and the number of presentations by staff increased by 200%. On average the usage of the archives & special collections has increased by 10% each year over the past six (6) years.

Access

Providing access to collections continues to be the primary focus of the archives and special collections department. Staff members continue to add catalog records for archival collections and rare books to OCLC and Loyola's OPAC, and finding aids continue to be made available online in PDF format. Catalog records are continually reviewed and updated or corrected as necessary. With the change to Alma/Primo, staff members continue to work with technical services and library IT staff in order to best represent Special Collections materials in the new catalog.

Catalog Records

During the year 1,275 records were added, corrected, updated, had item information added, or marked for the CRRRA or CCC portals. This represents a 303% increase over FY15. A major reason for this increase was the discovery of a significant number of books on the shelves in the rare book collection that were not included in the catalog. This discovery was made while moving the books from their former home in room 220 to a temporary location during renovation. This discovery resulted in a project to catalog as many of these books as possible while the area was undergoing renovation. A significant portion of the books cataloged, but not all, were formerly in the Dewey Decimal section of the collection; when cataloged they were moved to the Library of Congress section of the collection. This project will be ongoing as there are still a number of books on the shelves that need to be cataloged or which need to have item records added to the holdings. Another project that added to the number of catalog records created, updated, or had item records added was the cataloging of the Charles A. Keely Collection. As of June 20th the Book History section of this collection was finished, resulting in 449 items now entered into the catalog. Of the catalog records created during FY16 10 were for archival collections, 78 were original book records, 716 were copy-catalog records, 303 and were marked for the Catholic Resource Research Alliance portal; and 89 had item records added.

Finding Aids

Creating new finding aids and making them available online is a continuing project at the Archives & Special Collections. However during the past year this project, along with processing

collections, was placed on hold due to the renovation. During the past year 2 finding aids were created, a decrease of 88%.

Digital Collections

Forty-four items added to the digital collections in CONTENTdm during FY16. This is because the ability to digitize materials and put them online was eliminated once the Atiz BookDrive Pro and other scanners were moved to temporary locations during the renovation. The Archives & Special Collections CONTENTdm collections now contain 4,082 items, which were viewed a total of 9,624 times during the year. Following are the collections that were added to:

- Chicago images 14 items
- Century of Progress 28 items
- Loyola catalogs 2 items

Acquisitions

The number of acquisitions increased by 36.6% during the year with total number of linear feet acquired increasing by 465.65% to 894.74 linear feet. Notable acquisitions for the year include:

- Garry Wills library 594 lft
- Scott Stantis papers .75 lft, 3.19 GB
- Charles A. Keely collection 70 lft
- Dr. George Kaufman papers 81 lft
- Stritch School of Medicine records 7.5 lft
- Oral History project, 32 interviews 19.77 GB

Rare Books

Thanks to the establishment of several gift funds Special Collections was able to purchase 19 books during the past fiscal year. Nine books, including 3 multi-volume sets, by Carl Sandburg were purchased to augment the Sandburg holdings in the rare book collection. Two books by Gwendolyn Brooks, *Annie Allen* and *Bronzeville Boys and Girls*, were purchased as was the *Biographical Sketch of the Late Gen. B. J. Sweet/History of Camp Douglas* by William Bross. Two editions, one English (1816) and one French (1856), of the *Dance of Death* by Hans Holbein were purchased. Finally, the 1592 edition of *Directorium exercitiorum spiritualium p.n. Ignatii* by Claudius Acquaviva was purchased. At the end of the fiscal year a gift of \$150,000 to purchase rare books was received from Stuart Rose.

Processing

Approximately 50.38 linear feet were processed by the Archives & Special Collections during the year, a decrease of 71%. This is a direct result of staff spending the year preparing and living through the special collections renovation. Due to small temporary staff locations, there was not much space available for processing. However during this time the graduate students were able to process two collections – the Tassos Malliaris papers and the Jack Mulqueen Production records.

Reference

More than 1,238 reference inquiries were received by the Archives & Special Collections during FY16, an increase of 10%. A total of 683 requests were received from internal (Loyola) users and 555 from external users. Once again most in-person requests were for archival collections (177) over rare books (71), although both saw an increase of 11% and 25% respectively.

Electronic Records

During FY16 great strides were made in handling the electronic records generated by the University and received by the archives. The university archives continues to use Archive-IT to document the University's web presence and capture documents that might not otherwise be sent to the archives. In addition, work continues on the BitCurator which will be used to process electronic records.

Archive-IT

FY16 saw a major update to Archive-IT which resulted in having to once again tailor the service to the needs of the archives. As of June 30, 2016, 9,446,479 documents had been collected along with 437.2 GB of data. Archives staff has worked closely with Archive-IT staff to monitor the data budget and work out paths for collecting the documents. Several issues have arisen during this process – first, the URLs used by certain parts of the University have changed as the websites have changed. This leads to time spent checking dead URLs and searching for new ones; second, we are unable to capture youtube videos as they take up the majority of the data budget; third, we are unable to capture videos put into the University's instance of Kaltura, because it is a proprietary software and Archive-IT does not recognize many of the file formats used; and fourth, the Athletics website is run by CBSSports, not the University, thus resulting in a limited capability to capture items from the website.

BitCurator

Systems hired a graduate assistant in May 2016 to help with creating the BitCurator. Asmina Akram has successfully installed the BitCurator software and the many obsolete drivers needed for the formats currently in the Archives. She is working on a workflow document and plans to transfer the BitCurator to the Archives by the end of July 2016. Once received Ashley will start the process of creating a more process workflow for the types of electronic records that the Archives currently has and anticipates receiving.

Preservica

The Digital Preservation Committee has made progress on selecting an electronic records management system. The committee will present a document to the Library Administration requesting Preservica. Preservica is “a comprehensive suite of OAIS (Open Archival Information System) compliant workflows for ingest, data management, storage, access, administration and preservation, as well as a Universal Access module that allows you to safely share open content in your archive or collection with the public” <http://preservica.com/> This system will allow for the robust management and access of digital records, which are becoming a larger and larger share of our collections.

Oral History Project

During FY16 the Oral History Project graduate assistant conducted 32 interviews comprising 19.77 GB. Among those interviewed were Claudio Katz of the Political Science department, Jane Neufeld of the Student Development, Nancy Tuchman, director of the Institute of Environmental Sustainability, Jonathan Canning from LUMA, Pam Ambrose from LUMA, and Pamela Caughie from the English department.

Outreach

Outreach was curtailed during FY16 as the Archives prepared for and underwent a major renovation. Social media and presentations continued to be the foundation for outreach conducted by the Archives & Special Collections staff. Usage of Facebook and Twitter continue to grow to inform people of the collections, with the most popular items being the Throwback Thursday photos posted to both Facebook and Twitter. The most popular Facebook post was the St. Ignatius college Baseball Team photo from 1896, which reached 6,334 people, with the second most popular being a photo of Madonna della Strada Chapel under construction from 1937-1938, which reached 5, 223 people. Several class presentations occurred during the year including three presentations for the Ramonat Seminar taught by Dr. Kyle Roberts; a presentation on our digital collections and tour of the archives for English 338 taught by Dr. Steve Jones, and a rare book session for Dr. Paul Eggert’s English 413 graduate class.

Exhibits in the Donovan Reading Room were postponed as work on wall leaks behind the cases in the reading room and major case repairs took place. The combination of major damage from leaks and the repair work lead to a significant amount of down time for the cases throughout. A temporary exhibit was put up for the School of Nursing pinning ceremony, however that exhibit was only up for one weekend in order to minimize potential damage by leaks. Because of the work in the Donovan Reading Room, the display cases outside of the reading room became the main area for exhibits during the year. Two exhibits were installed in these cases – a Halloween-themed exhibit featuring selections from the Rare Book Collection, including items from the Gorey Collection, the History of Medicine Collection, and the Charles A. Whittingham Collection. Following this exhibit one detailing the history of Loyola’s Presidents was mounted in anticipation of the announcement of a new President. This

exhibit featured photographs, yearbooks, university publications and items from presidential inaugurations.

The wall case on the second floor of Cudahy also featured two displays during the year. The first display was used to inform people about the renovation of Special Collections by featuring renderings of the new space. The second display was a celebration of Shakespeare and highlighted Shakespeare in the theatre through reproductions of items found in the Autograph Collection.

Other outreach projects included Ashley Howdeshell participating in a panel at the Focus on Teaching and Learning in August 2015. An overview of the types of collections housed at University Archives & Special Collections was presented, with a heavy focus on collections dealing with Social Justice. In addition, ongoing outreach to schools and departments continues, resulting in transfers of records to the archives. These include dissertation collections from departments and records from the Stritch School of Medicine, Dr. George Kaufman's papers, Dr. Tassos Malliaris' papers, and records from the History department.

Special Projects

Torah Program

On April 11, 2016 the Archives & Special Collections department hosted the event "Unravelling the Torah". This program was put together by Patti Ray and Devorah Schoenfeld, and introduced attendees to what is contained in the Torah and how it is read at Temple. For this event, held on the Information Commons 4th floor, the Archives & Special Collections provided access to the 16th century Torah and unrolled it approximately 50' for the attendees to see.

Renovation

In March of 2015 Archives staff started preparing to move all collections out of rooms 218, 219 & 220 in anticipation of the area being renovated in 2016. April through June were spent moving all University Archives records from 219 and deck D to deck C. July through December were spent moving Special Collections from 218, 219, & 220 to deck D, including the rare books. As part of this process half of the Schoder Slide collection was rehoused into appropriate slide boxes. Staff were then moved from 217 & 218 to 201 and 208 for the duration of the renovation. The archives suite was completely vacated of everything, including furniture and shelving, by December 15, 2015. Renovation began on January 4, 2016 and continued through April 2016, with the major part of renovation finished by mid-April. From May 16th through June 3rd the Archives & Special Collections closed in order to begin the process of moving back into the renovated space. Books were selected and placed in the new cabinets in the reading room; audio-visual archival collections were moved into the storage area; and rare books were moved back into the storage area. This was completed on June 23rd, however this process included not only moving back the rare book collection, but rehousing the entire Catholic Church Extension Society Photograph Collection and parts of the biographical and portrait files because the folders would not fit in the new lateral files. Furniture arrived on May 20th and staff moved back into the area the following week. We are still waiting on signage to arrive, wall shelves for the workroom, equipment and table for the media

center, and replacements for the researcher tables because the ones delivered have ‘flip’ tops which are unsafe to place multiple boxes on for researchers to use.

LUMA 10 Year Anniversary Exhibit

The Archives & Special Collections loaned several items from the Gorey collection and one volume of the St. John’s Bible to be included in the LUMA 10 Year anniversary exhibit

Chicago Collections Inaugural Exhibit

Both the Loyola Special Collections and the Congressional Archives participated in the inaugural exhibit of the Chicago Collections Consortium, “Raw Materials: Uncovering Chicago’s Historical Collections” from August 7 – November 15, 2015. Materials were loaned for this exhibit. It should be noted that one item loaned by Special Collections, the John McCutcheon broadside showing Samuel Insull directing all his companies, was removed from the exhibition due to censorship employed by the Chicago Public Library and Chicago Collections Consortium. The Newbery Library removed one of their items in protest of this censorship. Overall the exhibition was well received but staff members from participating institutions had many concerns/complaints with the entire process. Currently there are tentative plans for another exhibition in 2018 or 2019.

Congressional Archives

Access

The Rostenkowski papers are open to researchers with the exception of the restricted series. The Henry Hyde papers are currently undergoing processing in order to be opened October of 2016.

Acquisition

No new materials were acquired for either the Rostenkowski or Hyde papers. No new collections were acquired.

Processing

333 linear feet, or 91%, of the Henry Hyde papers were processed during FY16. The collection is being arranged by series.

Reference

Four phone inquiries were received during the year, a decrease of 43% from FY16 and ten email inquiries were received, an increase of 42%. Eight in-person researchers used the materials, an increase of 166% over FY16.

Outreach

The Center for Legislative Archives was contacted to include Loyola on the list of repositories with congressional collection which they maintain.

The University Libraries’ social media accounts were used to promote the congressional archives.

The Rostenkowski papers was promoted with a web banner on the University Libraries' website.

Congressional Archives bookmarks were made available at events where University Libraries' promotional materials were included.

Rostenkowski photographs and campaign items were included in the inaugural Chicago Collections exhibition, August 7 – November 15, 2015.

Special Accomplishments

There were no special accomplishments for FY16.

Staff

Kathy Young, MLIS, MS, CA, University Archivist and Curator of Rare Books

Ashley Howdeshell, MLS, CA, Assistant University Archivist

Laura Berfield, MLS, Political Papers Archivist, Congressional Archives

Student Workers

Adam Carston, Graduate Student Worker, University Archives – graduated May 2016

Matthew Norgard, Graduate Student Worker, University Archives

Amber Bailey, Oral History Assistant – graduated May 2016

Tori Golden, Graduate Student Worker, Congressional Archives – left the Congressional Archives in March 2016, graduated May 2016

Appendix A: Reference Requests

	% Change	FY16	FY15	FY14	FY13	FY12	FY11
Phone Calls (LUC)	<i>14</i>	167	146	114	132	97	95
Phone Calls (External)	<i>12</i>	93	83	75	96	67	91
E-mails	<i>41</i>	729	680	517	429	328	316
Letters	<i>0</i>	0	2	2	0	2	1
On-site Researchers	<i>14</i>	248	217	277	229	264	166
ILL	<i>0</i>	0	0	4	5	3	0
Total Internal Requests	<i>4.4</i>	683	654	541	471	459	360
Total External Requests	<i>17</i>	555	473	449	422	301	309
Total Research Inquiries	<i>10</i>	1238	1127	990	893	760	669
# of Presentations	<i>200</i>	9	3	12	9	5	---
# of Attendees	<i>394</i>	178	36	182	186	123	----

Appendix B: Acquisitions

	% Change	FY16	FY15	FY14	FY13	FY12	FY11
# of Acquisitions	<i>36.6</i>	41	30	20	62	48	38
# of Linear Feet	<i>465.65</i>	894.74	158.18	129.11	243.35	358.92	221.02
# of Dissertations /theses	<i>(100)</i>	0	226	187	213	174	324
Electronic Records Received (MB/GB)	<i>(35)</i>	22.96 GB	35.57GB	546 MB (.53308 GB)	2.39 GB		
Archive-IT Total Data (GB)	<i>(16)</i>	437.2 GB	507.4 GB				
Archive-IT Total Documents	<i>29</i>	9,446,479*	7,287,453	*Includes you tube videos which were removed from data. Document count was not reset.			

Appendix C: Processing

	% Change	FY16	FY15	FY14	FY13	FY12	FY11
LFT Processed	<i>(85)</i>	30	195.25	212.5	272.8	360.85	442.28
# of new Finding Aids	<i>(95)</i>	2	39	11	25	17	22
# of Finding Aids Converted	<i>0</i>	0	0	15	83	4	--
# of EAD Finding Aids created	<i>0</i>	0	0	0	0	5	--

Appendix D: Catalog Records

	% Change	FY16	FY15	FY14	FY13	FY12	FY11
Original Archival records	<i>(65)</i>	10	29	7	11	38	35
Original book records	<i>290</i>	78	20	18	24	0	12
Copy book records	<i>314</i>	716	173	443	141	119	30
Other materials	<i>0</i>	0	0	0	0	0	26
Records fixed	<i>(16)</i>	79	94	8	0	0	0
Marked for CRRA		303	--	---	---	---	---
Marked for CCC		75	---	---	---	---	---
Item records added		89	---	---	---	---	---
Total	<i>303</i>	1275	316	476	176	157	103
#records sent to CRRA portal		3694					
#records sent to CCC portal		0					

Appendix E: CONTENTdm Collections

	% Change	FY16	FY15	FY14	FY13	FY12	FY11
Visits	59	28772	18149	18704	99998	199375	24604
Item Views	(10)	9624	10701	8610	N/A	150856	28369
# of Items	1	4082	4038	3070	2777	2316	961
# of Compound Objects	0	782	782	381	230	71	55
# of JP2	1	3367	3323	2587	2464	2219	872
# of JPG	0	26	26	5	26	26	26
# of items added	(1036)	44	500	244	772	1355	102
# of Rare Books Digitized	(100)	0	58	80	0	4	0

Appendix F: Internet Archive Webpage Downloads

	% Change	FY16	FY15	FY14	FY13	FY12
Loyolan	<i>50</i>	96732	64469	41012	21828	7226
Dentos	<i>55</i>	17888	11546	8284	4119	2053
Stritch School of Medicine	<i>48</i>	9892	6675	4076	1866	933
St. Ignatius Collegian	<i>39</i>	5823	4175	2438	796	870
Loyola University Magazine	<i>20</i>	3801	3155	1926	711	402
Illinois Catholic Historical Review	<i>12</i>	10618	9448	6997	4685	3677
Chicago	<i>17</i>	2559	2192	1633	1034	958
Chicago magazine	<i>14</i>	269	235	184	132	128
McVickers	<i>14</i>	253	221	182	125	145
Doomed City	<i>33</i>	765	574	430	281	349
History of Chicago	<i>51</i>	739	490	340	164	219
Towers	<i>449</i>	2310	421	1017	618	421
Echo	<i>483</i>	519	89	212	96	89
Tourists Guide	<i>17</i>	429	367	270	162	219
Chicago and Its Resources	<i>15</i>	1438	1251	958	681	697
Total	<i>46</i>	154035	105,308	69,959	37,298	18,383

Appendix G: Loyola eCommons Downloads

	% Change	FY16	FY15	FY14	FY13
Loyolan	<i>(8)</i>	490	529	420	303
Dentos	<i>(62)</i>	876	1423	1697	1778
Stritch School of Medicine Yearbooks	<i>(2)</i>	258	264	191	379
St. Ignatius Collegian	<i>(429)</i>	199	1052	1147	922
Loyola University Magazine	<i>81</i>	20	11	18	24
Illinois Catholic Historical Review	<i>(104)</i>	402	822	852	841
Rome Center Yearbooks	<i>(59)</i>	5082	8130	4619	3659
College of Commerce Yearbooks	<i>15</i>	153	133	239	183
Total	<i>(41)</i>	7480	12,364	9,183	8,089
Internet Archive views		154035			
eCommons views		7480			
% difference		<i>1959</i>			

Appendix H: Social Media Stats

	% Change	FY16	FY15	FY14	FY13	FY12
Facebook Likes	<i>29</i>	636	493	408	291	91
Twitter Followers	<i>11</i>	683	617	515	390	179

Appendix I: Oral History Project Interviews, 2015-2016

Long Time Faculty and Staff

	Name	Date	Location	Loyola Department
1	Claudio Katz	9/22/2015	Information Commons, LSC	Political Science
2	Jo Hays	10/7/2015	Information Commons, LSC	History
	Jo Hays	10/20/2015	Information Commons, LSC	History
3	Allen Frantzen	10/13/2015	Information Commons, LSC	English
4	Thomas Knapp	10/19/2015	Information Commons, LSC	History
5	Lewis Erenberg	11/3/2015	6458 N. Lakewood Avenue	History
	Lewis Erenberg	11/10/2015	6458 N. Lakewood Avenue	History
6	Harold Platt	11/9/2015	Information Commons, LSC	History
7	Jane Neufeld	11/11/2015	Information Commons, LSC	Student Development
8	Edward Moore	11/11/2015	Information Commons, LSC	Office of Financial Aid
9	Susan Hirsch	11/18/2015	Information Commons, LSC	History
10	Nancy Tuchman	12/1/2015	BVM Hall, 307	Institute of Environmental Sustainability
11	Richard Block	12/7/2015	2609 W. Farwell Avenue	Sociology
12	April Browning	12/8/2015	Mundelein Center	Fine and Performing Arts
13	John O'Leary	1/13/2016	Information Commons, LSC	Political Science
14	Jon Nilson	1/11/2016	Crown Center for the Humanities	Theology
15	David Slavsky	1/13/2016	Cudahy Science Hall	Physics
16	Prudence Moylan	1/28/2016	Information Commons, LSC	History
	Prudence Moylan	2/24/2016	Information Commons, LSC	History
17	Susan Ross	2/1/2016	Crown Center for the Humanities	Theology
18	Thomas Kaminski	2/2/2016	Crown Center for the Humanities	English
19	Pamela Caughie	3/14/2016	Crown Center for the Humanities, LSC	English
20	Scott Tindale	3/23/2016	Coffey Hall, LSC	Psychology
21	Denis Heyck	4/12/2016	Crown Center for the Humanities, LSC	Modern Languages and Literature
22	Barbara Rosenwein	4/20/2016	Information Commons, LSC	History
23	James Collins	3/1/2016	School of Communication, WTC	School of Communication

Loyola University Museum of Art

1	Jonathan Canning	1/26/2016	Loyola University Museum of Art	LUMA
2	Donald Rowe	5/11/2016	Arrupe House, LSC	Art
3	Jean Morman Unsworth	5/16/2016	3150 N. Sheridan Road, Chicago, IL 60657	Art
4	Pamela Ambrose	4/5/2016	Lewis Towers, WTC	LUMA

School of Law

1	Alan Raphael	9/23/2015	Corboy Law Center, WTC	School of Law
2	Neil Williams	12/17/2015	Corboy Law Center, WTC	School of Law

Social Justice and Catholic Social Teaching

1	Melinda Bunnage	5/9/2016	Information Commons, LSC
2	Sofia Sturla	5/11/2016	Information Commons, LSC
3	Lillian Osborne	5/12/2016	Information Commons, LSC

Appendix J: Oral History Project Transcriptions completed 2015-2016

2015-2016 Transcripts Completed

Raymond C. Baumhart, S.J.

Sister Peggy McDonnell

David Prasse