

# Loyola University of Chicago Archives

## Annual Report

July 1,1996-June 30,1997

It is almost everywhere the case that soon after it is begotten the greater part of human wisdom is laid to rest in *repositories*.

G.C. Litchenberg (1742-99)  
Aphorisms, "Notebook K" aph.35

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**IN COMMEMORATION OF THE  
75TH ANNIVERSARY OF THE APPOINTMENT OF  
MARGARET CROSS NORTON AS THE FIRST SUPERINTENDENT OF  
THE ILLINOIS STATE ARCHIVES**

During her thirty-five year tenure at the archives (1922-1957), Margaret Cross Norton (1891-1984) developed a model state archives program, oversaw the construction of a state-of-the-art archives building, and wrote extensively on practical and theoretical aspects of archival work. As a woman working in a male dominated field, she exemplified all the ideals that a good archivist should attain. The Margaret Cross Norton Building was dedicated in her honor by Secretary of State and State Archivist George H. Ryan in 1995.

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## **I. Statement of Purpose**

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As the collective memory of Loyola University of Chicago, the Archives appraises, collects, organizes, describes, preserves, and makes available for research and reference use those official University records and those ancillary records of the University community of sufficient historical, legal, fiscal, and/or administrative value to warrant permanent preservation. In addition to the University's records, the archives is also responsible for a number of valuable manuscript collections which reflect the activities and concerns of individuals and organizations not directly connected with the University. In addition, the Archives staff services the Rare Book Collection of the University Libraries. By these means the Archives:

- \* Promotes knowledge and understanding of the origins, aims, programs, and goals of the University;
- \* provides information services which assist in the operation of the University;
- \* serves research and scholarship by making available and encouraging use of its rich resources by members of the University community as well as the world of research and scholarship outside;
- \* serves as a resource and laboratory to stimulate and nourish creative teaching and learning.
- \* Provides access to the valuable rare book collection.

## **II. Overview**

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As we approach the twenty first century, the Internet has become firmly ingrained in our lives. The archives is proud to say that it now has its own website at [www.luc.edu/depts/archives](http://www.luc.edu/depts/archives). Our website includes sections on the staff, descriptions of archival collections, how to make donations to the archives and a photograph gallery.

Another accomplishment this year has been the transference of the School of Social Work Catalog 1914-1996 to microform, which is available to researchers in the microform department of the Lake Shore and Water Tower campus libraries.

Finally, this year marked the first time that we have displayed archival exhibits. Those exhibits included *The Faces of Buildings* which described the people after whom the buildings on the campuses of Loyola are named, *Ramblers of the Grid Iron* which examined the history of Loyola's now defunct football team, and *The Marcella Niehoff School of Nursing: 62 Years of*

*Caring in the Catholic Tradition* which looked at Loyola's school of nursing. In August, the nursing exhibit will travel to the science library, located at the Sullivan center. Currently on display is *Loyola Goes to War!* which chronicles the contributions made by Loyola made during World War II.

### **III. Accessions and Processing**

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We have made significant steps in processing our collections as well as accessioning them. Among the collections that have been processed this year were the records from the Development office's Loyola University in the Seventies (P.L.U.S.) from 1970 to 1979, Commencement records from 1957-1982, and records from the Office of Public Relations, which were created by the late Alvo Albini, during his 16 year tenure (1967-1983) as director of PR.

We have been very fortunate this year to add many accessions to our archives. Among them have been the papers of the late William G. Thompson, S.J., Frederick Manion S.J., and former World War II chaplains James Kelly, S.J, and Lester Evett, S.J. The archives has also received donations from numerous departments such as the Center for Faith and Culture, the Latin American Student Organization (LASO), the Food Service committee, and the English department.

Over 50% of Catholic Church Extension Society (CCES) correspondence have now been processed. The Catholic Church Extension Society (CCES) was established October 18, 1905, to serve the needs of the United States home missions. These are areas in the U.S. that lack personnel, organization, and finances for the operation of the Church. The CCES helps to build churches, educate and support clergy and seminarians, and gives assistance to the dioceses in the Western and Southern states as well as Alaska, Hawaii, Puerto Rico, and the Philippines until it achieved independence. By cataloguing and transferring these fragile documents onto acid free paper, the Archives are guaranteeing that these precious letters will survive for generations to come. This collection has been and will continue to be a wonderful source for researchers doing state and local history.

The processing of the Catholic Church Extension Society (CCES) foreign countries photograph collection is now complete. This collection has included photographs from numerous amounts of countries including Austria, Mexico, Israel and China.

### **IV. Usage**

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Over 1200 researchers were served in person, by mail, by telephone, and by e-mail. Though most researchers were Loyolans, requests came from as far as the Canada, England, and Australia.

Our web page has been well utilized. Though it was only installed in the middle of June,

1997, it has already been visited by 100 people. Positive responses about our page have come from as far as Japan.

Due to the popularity of the exhibit *The Faces of Buildings*, Sister Eileen Quinlan assigned her 1996-1997 English 105 fall and spring classes to do etymology research on Loyola campus buildings. As a result, the archives was visited by over 50 freshmen, an audience who would otherwise probably never visit us.

The Archives staff continues to service the University Libraries rare book collection, providing reference assistance shelving and retrieving rare books for patrons.

## V. Personnel

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One of the aspects that has made the university archives a successful place has been the cooperation between the part-time students and the archivist. The employment of students in the past year has exposed the archivist to a breadth of perspectives and talents which has significantly added to his vitality. These students include:

Harry Klinkhamer, public history graduate student, who has worked in the archives from September, 1995, helping to process the CCES photograph collection, curate exhibits and design the web page.

Ariel Orlov, public history graduate student, who worked from January 1995 to March 1997 processing significant collections, as well as curating exhibits.

Chris Myers, philosophy doctoral student, who has worked since August, 1995, processing the CCES correspondence collection, and designing the web page.

Bryan Murphy, accounting major, who just joined us in May, 1997 and is processing his very first collection concerning honorary degrees.

Paul Djuricich, biology major, who has worked here since September, 1996, helping to process CCES collection, designing the web page and other sundry assignments.

Alexander L. Strauss, public history graduate student, who has worked since May, 1996, processing numerous collections, curating exhibits, and writing annual reports.

Apart from the students, there is Brother Michael J. Grace, S.J., the university archivist. He has attended the annual meeting of the Midwest Archives conference along with performing his other numerous duties. He is a member of the Society of American Archivists, the American Catholic

Historical Association, the Midwest Archives Conference, and the Chicago Area Archivists. This year, Brother Grace is proud to be on the Society of American Archivists (SAA) host committee, which meets frequently in order to prepare for the annual meeting which will be held in Chicago in late August.

## **VI. Projections for 1997-1998**

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Projected goals for 1997-1998 include:

1. To continue to engage in outreach and public relations activities to promote the aims and goals of the Archives and the University.
2. To continue to index the student newspaper, *The Phoenix*, and its predecessor, *The Loyola News*.
3. To continue to process the records committed to our care in order to maintain intellectual control over the Archives' holdings, to aid in setting collecting priorities, and to gain greater access for reference and research purposes.
4. To microfilm all catalogs of the colleges and institutes of the University from 1909 to 1994.
5. To continue to identify and collect records documenting all facets and functions of the University.
6. Foster within the University community an awareness and active concern for the important issues of conservation and preservation of the natural and other resources committed to our care.

## **VII. Concluding Remarks by the University Archivist**

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In closing this 15th annual report, I would like to share with you a few thoughts about the past year.

In this technological age, I was delighted to have students who have the expertise to construct a world wide web page. As most of this readership knows, almost every organization today has a web page. For a research unit like the LU archives not to make use of such an instrument would detract from one of the purposes of any archives: to provide basic information regarding the availability of these records to those in need.

My concerns remain, for the most part, the same as in previous years.

1. Securing an archival software package to make our records more accessible to the researcher and prepare our department for the opportunities and demands that will occur in the twenty first century.
2. That the University administration should consider the feasibility of an official records management program to promote the efficient use of space within the University, to facilitate easier retrieval of needed information, and to assure the preservation of permanently valuable records in the archives for ours and future generations.
3. That the University Medical Center administration establish an archives and records center. Located at LUMC, it could function effectively in dealing with the large volume of records generated at that facility and serve its administration and staff more efficiently.

Finally, a friendly reminder that, **if you're in doubt, don't throw it out!** The staff is very much concerned that inactive records of a permanent value to Loyola University are not finding their way to this office. Fifty years from now, the history of Loyola may be lost unless we act now to preserve the evidence of what happened here. Make your mark in history. Please donate your relevant papers and photographs to the Archives.

The archives is grateful to all who support this department. The list of benefactors are numerous, and unfortunately too long to place here. Please realize, however, that you have my sincere gratitude.

  
Brother Michael J. Grace, S.J.

**AD MAJOREM DEI GLORIAM**



**University Archives Statistics  
1996-1997**

Table #1: Number of Phone Calls

| <b>Month</b>       | <b>From Inside<br/>LU</b> | <b>Outside Calls</b> | <b>Total</b> |
|--------------------|---------------------------|----------------------|--------------|
| July, 1996         | 59                        | 46                   | 105          |
| August, 1996       | 39                        | 28                   | 67           |
| September,<br>1996 | 44                        | 34                   | 78           |
| October, 1996      | 50                        | 36                   | 86           |
| November,<br>1996  | 31                        | 32                   | 63           |
| December, 1996     | 15                        | 24                   | 39           |
| January, 1997      | 48                        | 46                   | 94           |
| February, 1997     | 53                        | 39                   | 92           |
| March, 1997        | 31                        | 33                   | 64           |
| April, 1997        | 25                        | 29                   | 54           |
| May, 1996          | 25                        | 22                   | 47           |
| June, 1996         | 22                        | 14                   | 36           |
| <b>Totals</b>      | <b>442</b>                | <b>383</b>           | <b>825</b>   |

Table #2: On Site Users

| <b>Month</b>    | <b>Number of Users for Archives</b> | <b>Number of Users for Rare Books</b> | <b>Total</b> |
|-----------------|-------------------------------------|---------------------------------------|--------------|
| July, 1996      | 13                                  | 2                                     | 15           |
| August, 1996    | 20                                  | 1                                     | 21           |
| September, 1996 | 27                                  | 2                                     | 29           |
| October, 1996   | 33                                  | 5                                     | 38           |
| November, 1996  | 11                                  | 3                                     | 14           |
| December, 1996  | 24                                  | 2                                     | 26           |
| January, 1997   | 17                                  | 4                                     | 21           |
| February, 1997  | 25                                  | 5                                     | 30           |
| March, 1997     | 42                                  | 4                                     | 46           |
| April, 1997     | 38                                  | 5                                     | 43           |
| May, 1997       | 10                                  | 3                                     | 13           |
| June, 1997      | 6                                   | 2                                     | 8            |
| <b>Total</b>    | <b>266</b>                          | <b>38</b>                             | <b>304</b>   |

Table #3: Number of Incoming Letters

| Month           | Number of Letters |
|-----------------|-------------------|
| July, 1996      | 4                 |
| August, 1996    | 8                 |
| September, 1996 | 6                 |
| October, 1996   | 10                |
| November, 1996  | 11                |
| December, 1996  | 6                 |
| January, 1997   | 5                 |
| February, 1997  | 7                 |
| March, 1997     | 5                 |
| April, 1997     | 4                 |
| May, 1997       | 6                 |
| June, 1997      | 4                 |
| <b>Total</b>    | <b>76</b>         |

Breakdown of Incoming Mail

Questions about Samuel Insull: 2

Questions about National Catholic High School Basketball Championship: 2

Questions about Genealogy: 14

Questions about Loyola University: 20

Questions about the Edward Carrigan Theater Collection: 1

Questions on archival administration: 3

Questions relating to Jesuits: 15

Questions about rare books: 2

Miscellaneous Questions: 17

Table #4: Number of Outgoing Letters

| <b>Month</b>    | <b>Number of Letters</b> |
|-----------------|--------------------------|
| July, 1996      | 5                        |
| August, 1996    | 6                        |
| September, 1996 | 3                        |
| October, 1996   | 5                        |
| November, 1996  | 9                        |
| December, 1996  | 5                        |
| January, 1997   | 6                        |
| February, 1997  | 5                        |
| March, 1997     | 5                        |
| April, 1997     | 6                        |
| May, 1997       | 5                        |
| June, 1997      | 2                        |
| <b>Total</b>    | <b>69</b>                |

Table #5: Accessions

|   |    |
|---|----|
| New Accessions                                    | 34 |
| Archival Boxes                                    | 26 |
| Record Containers                                 | 16 |
| Audio Cassettes                                   | 50 |
| Video Cassettes                                   | 23 |
| Posters and Banners                               | 2  |
| Microfilm   | 4  |
| Bound Volumes (Master theses & doctoral disserts. | 50 |
| Bound Volumes (Loyola Phoenix & Loyola World)     | 3  |

Table #6: List and Date of Accessions

| <b>Title of Collection/Series</b>             | <b>Date Received</b> | <b>Number of Boxes</b> |
|---|----------------------|------------------------|
| Dr. John Keely                                | 7/15/96              | 1 RC*                  |
| Food Service Committee                        | 7/15/965             | 1 RC                   |
| Father Frederick Manion, S.J.                 | 7/15/96              | 1 RC                   |
| St. Ignatius Parish Bulletins                 | 7/15/96              | 1 RC                   |
| St. Ignatius Community Theater Collection     | 7/15/96              | 1 AB#                  |
| English Dept. meeting records, 1984-1992      | 7/16/96              | 1 RC                   |
| Theology Department, correspondence           | 7/22/96              | 1 AB                   |
| Executive V.P., Office of (Ronald Walker)     | 7/23/96              | 5 AB                   |
| Law school associate dean                     | 8/14/96              | 2 RC                   |
| Gregory Hamill, associate dean, WTC           | 8/16/96              | 1 RC, 2 AB             |
| College of Arts and Sciences, Core curriculum | 8/29/96              | 1 RC                   |
| Applied Ethics, Visiting Professorship        | 9/9/96               | 3 AB                   |
| Honors programs                               | 9/30/96              | 1 AB                   |
| William G. Thompson, S.J.                     | 10/1/96              | 1 RC                   |
| J. Donald Hayes, S.J.                         | 10/21/96             | 2 RC                   |

\* RC=Records container

# AB=Archives box

Table #6 (continued): List and Date of Accessions

| <b>Title of Collection/Series</b>                          | <b>Date Received</b> | <b>Number of Boxes</b> |
|--|----------------------|------------------------|
| James Kelly, S.J.  | 1/6/97               | 1 AB                   |
| CAS Sociology/<br>Anthropology Dept.                       | 2/3/97               | 1 AB                   |
| Intermural Sports  | 2/3/97               | 3 AB                   |
| Jesuit Community,<br><u>Menology</u>                       | 3/10/97              | 2 AB                   |
| Viola Berwick, Theater<br>Director, St. Ignatius<br>Church | 4/21/97              | 1 AB                   |
| Prudence A. Moylan,<br>Ph.D., History Dept.                | 5/4/97               | 1 AB                   |
| VP Student Affairs.<br>Student Development<br>Dept.        | 5/4/97               | 1 AB                   |
| College of Arts and<br>Sciences, Dean                      | 5/20/97              | 2 RC, 2<br>AB          |
| Student Life. Latin<br>American Student<br>Organization    | 5/26/97              | 1 AB                   |
| Office of the Bursar                                       | 5/26/97              | 2 RC                   |