

Loyola University of Chicago Archives

Annual Report

July 1, 1998-June 30, 1999

Education makes people easy to lead, but difficult to drive; easy to govern, but impossible to enslave.

--Henry Peter Brougham

**Submitted by
Brother Michael J. Grace, S.J.
University Archivist
and
Paul S. Djuricich
Undergraduate Archivist Assistant**

**Loyola University of Chicago Archives
Cudahy Library, Room 219
Lake Shore Campus
6525 N. Sheridan Road
Chicago, Illinois 60626
(773) 508-2661**

www.luc.edu/depts/archives

Table of Contents

Opening Remarks By University Archivist.....	3
Statement of Purpose.....	5
Accessions and Processing.....	5
Usage.....	6
Personnel.....	7
Projections for 1998-1999.....	8
Table #1: Number of Phone Calls.....	9
Table #2: On Site Users.....	10
Table #3: Number of Incoming Letters.....	11
Table #4: Number of Outgoing Letters.....	12
Table#5: Incoming E-mail Message Requests.....	13
Table #6: Number of Web Page Hits since November 1998.....	14
Table #7: Accessions.....	15
Table #7: List and Date of Significant Accessions.....	16

I. Opening Remarks by University Archivist

The archives received two checks of \$2000 each from Professor Carl and Mrs. Mary Agnes Moore (Chemistry Department) and Mrs. Barbara Baynes Mahoney, a relative of Samuel Insull. These unsolicited two gifts are accepted with gratitude and humility.

Last year the archivist reflected briefly in the document *The Pastoral Function of Church Archives* published by the Pontifical Commission for the Cultural Heritage of the Church, 1997. This brief document is a clear introduction to the mysteries of archival administration.

This year, the archivist focuses on one aspect of university archival administration: collecting materials that document student life in the university setting. A few archival theorists hold that for student life, only the student record card would be worth keeping and made available to researchers with student permission. For most of us archivists, student life whether it be the classroom, stage, athletic arena, social organization, residence life, and so forth bear collecting. At the outset of collecting these records, any regulation of the federal government relating to confidentiality is followed.

Here are a few samples of what is collected. The *Loyolan* (yearbook), 1924-1986, kept in the archives is a fine pictorial and textual source of student life. The archivist hopes that the annual publication of *the Loyolan* will be resumed. The Rome Center still publishes a yearbook annually as well as the Stritch School of Medicine (*Caduceus*). The latter two publications are also preserved in the archives. The student newspapers (former *Loyola News* and current *Loyola Phoenix*) paper edition are kept in the archives and the microfilm copy is available in the microform departments of Cudahy and Water Tower campuses. The literary publication *Cadence* and its predecessors also provide insight to the concerns and dreams of students as they comment on issues, such as war.

As the reader knows, records created by a student organization offer a lens to view university life through the eye of the student. These enhance understanding of this sub-culture. Texts of student speeches and student diaries are very valuable for the chronicles of the university. For a time, certain student organizations like LASO and LSGA were regular contributors of records of their activities. What does this topic have to do with most of this readership? You all are the mentors of these young people who will be tomorrow's leaders. The archivist suggests that you remind students to donate club records to the Archives.

For those who are interested in reading more on this subject please see *Janus* 1998, no. 2 pp. 115-125, "Documenting Students at Colleges and Universities in the United States: Academics, Alumni, Athletics and much more," by Marjorie Rabe Barritt.

The archivist is happy to share with the readership the ongoing LU Oral History Project. The project began in fall 1985, and took on a more permanent form with the arrival of Professor

arranges a preliminary interview with the subject to establish a time and place for the interview. The student then prepares questions to discuss with the subject. After the interview takes place, the student usually transcribes the conversation. At the end of the semester, Professor Nolan hands over the tape, the various waivers signed by the student and subject, and the typed transcription of the interview. At the end of the semester, the archives will have ninety-three subjects in the permanent collection. The archivist appreciates the cooperation of Professor Janet Nolan and the History Department in this endeavor.

The Institute of Jesuit History records, which consisted of fifteen drawers of photostatic copies of records kept in the Jesuit headquarters, Rome and elsewhere, were donated in October 1998 to the Midwest Jesuit Archives in St. Louis. These records reflect the origin and development of the Jesuit endeavor in the Middle and Southwest United States. For further information on the Institute, see Krolkowski, Walter P. SJ "The Institute of Jesuit History at Loyola University in Chicago," Archivum Historicum Societatis Jesu v. LXIII, Fasc 125, 1994 Cudahy Periodical: BX 3701 .A7. The archivist finds it sad that the donation of these records brings closure of the Institute, yet there may be consolation that these records will be readily available to researchers.

Loyola University has a rich patrimony. What plan is in place to gather the current and future printed and non-printed records which tell the Loyola story? My first recommendation is that the University consider the feasibility of establishing a records management program to preserve records of a permanent value.

The archivist recommends that whenever records are donated and shipped to this office that they be placed in a paper box no larger than 12x18. This is to prevent problems for the people who have to carry the boxes from the generating office to and within the archives.

The office is grateful to all who support this office with the transferal of their inactive records to the archives. In turn, the office aims to acknowledge your donation by note as a sign of gratitude as it is no longer convenient to list each office or person by name in the annual report as was done in the recent past. In conclusion, 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.

AD MAJOREM DEI GLORIAM

II. Statement of Purpose

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; and
- * provides access to the valuable rare book collection.

III. Accessions and Processing

We have made significant steps in processing our collections as well as accessioning them. Among the collections that have been processed this year were records from the Office of the Executive Vice President, Office of the Dean of the School of Education, Dean of College of Arts and Sciences, Office of the General Counsel, Joseph Gagliano's papers, and the Phi Alpha Theta History honorary records. The 1998 edition of Loyola World and the 1998-99 edition of Loyola Phoenix were transferred to microform.

This year we have added many accessions to our archives. Among them have been: the papers of Rita Anton; Fr. Charles J. Carmody, Theology Department; Martin Svaglic, English Department; Rev. Thomas McMahon, School of Business Administration; Robert J. Willmes SJ, Board of Trustees; Justin Mantor Clarysse, Fine Arts Department; Carl Burlage, SJ, Philosophy Department; and Allan Ornstein, School of Education. The archives has also received donations from numerous departments such as the President's Office, Medical Center, Rome Center, History Department, School of Nursing, Dental School, and the Omsbud Office. Also included in our accessions were photographs of the 1938 and 1939 Father and Son banquet and the Presidents and Chairmans (sic) of the 1939 Mother's and Father's Club.

In February 1999, Dr. Barbara Fiand, SND, a member of the religious community, Sisters of Notre Dame de Namur (Belgium), and recently appointed member of the Institute of Pastoral Studies faculty, donated forty typed carbon manuscripts of the world-renown philosopher, Martin Heidegger (1889-1926). These manuscripts were typed from Martin's hand-written notes by his brother, Fritz, with notations in the margin by Martin himself. In addition to the manuscript copies, Dr. Fiand also donated two long-playing records which contain lectures given by Professor Heidegger in 1957 and 1960. Brian Bowles, a philosophy department graduate student, assisted in the initial arrangement of these records. Professor Fiand earned her doctorate from DePaul University in 1980. A copy of her dissertation, *The Phenomenon of Reverence with Special Reference to Heidegger's Foundational Thought*, has been presented to Cudahy Library.

Over 75% of the Catholic Church Extension Society (CCES) correspondence has 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 to acid free paper, the Archives is 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.

IV. Usage

Our web page has been put to good use. In the past year, the web page has received over one thousand visitors. The page has allowed us to demonstrate our collections to a larger audience. In January, the webmaster curated an exhibit, titled *Snowstorms of Loyola's Past*, which he put up on the web page. Also in January, the University Archives web page was featured as site of the week on Loyola University Chicago's home page. As a result, our page received three times the number of hits that we normally get in a given week.

The University Archives was featured in last July's 1998 issue of *Extension Magazine*. The article focused on the potential of the archives for researchers. A good portion of the article concentrated on our extensive Catholic Church Extension Society.

The Archives photo collection has been well utilized. Last October, the University Archives helped University Ministry in its celebration of the 60th anniversary of laying the cornerstone of Madonna della Strada Chapel. Eight photographs of the construction of the chapel were scanned for Fr. Lawrence Reuter, SJ. Fr. William Kreutz, SJ, President of Ateneo de Zamboanga, Phillippines, requested six photos from the Catholic Extension Philippine Photo collection, which were scanned and sent to him by email. Public Relations has made use of the archival photo holdings as well.

Our CCES collection was used extensively by two authors. Norman and Wilma Taylor frequented the archives since November 1995 in order to obtain information for their book. *This Train is Bound for Glory: the Story of America's Chapel Cars*, which will be available in August from Judson Press, uses the Archives collection of CCES correspondence and photos.

Many visitors to the second floor Cudahy library have been enjoying different archival exhibits which are presented every semester. *Loyola Fashion Blast from the Past* dealt with the fashion trends of Loyola's community from the late 1800s to the 1970s. *Snowstorms of Loyola's Past* was an exhibit that helped humor the situation created by the major blizzard of 1999 by commenting upon snow filled scenes from the past decades. This exhibit was the first one that was featured on the web page, where it still remains. *Past Graduations* was put up in honor of two archives workers who graduated in May, and shows scenes from previous commencement ceremonies.

Other collections were also put to good use. The Samuel Insull collection was used several times, including in January by a group of high school students for a local history fair. A first year student and relative of Father Mertz, SJ came to the archives to check on the biographical file and personal papers of the legendary Rambler.

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

V. Personnel

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. The archivist expresses his personal gratitude to these students who manifest industry, creativity and good humor in staffing the archives. These students include:

Chris Myers, philosophy doctoral student, who worked in the archives from August 1995 to December 1998, processing the CCES correspondence collection and curating exhibits.

Paul Djuricich, biology major, who has worked here since September 1996, helping to process CCES collection, curating exhibits, designing and updating the web page, writing annual reports, taking care of other sundry assignments, and keeping the archives workers in a festive mood.

Susan Hanf, public history graduate student, who began working in October 1998, helping to process many collections, curating exhibits, and updating the web page.

Franklin Forts, graduate student in history, who has worked here since January 1999, processing different collections, including CCES.

Apart from the students, there is Brother Michael J. Grace, S.J., the University Archivist. He is a member of the Society of American Archivists, the American Catholic Historical Association, the Chicago Area Archivists, and the Midwest Archives Conference (MAC). He attended the 1999 MAC conference on the 13th and 14th of May, and was appointed co-chair for the MAC 2000 local arrangements committee. The archivist's numerous duties include supervising the students' work, and answering all queries, whether they are telephone, fax, E-mail, or letter.

VI. Projections for 1997-1998

Projected goals for 1998-1999 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 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.
3. To continue to identify and collect records documenting all facets and functions of the University.
4. 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.
5. Develop a plan to index the *Loyola World* and the *Loyola Phoenix*.

**University Archives Statistics
1998-1999**

Table #1: Number of Phone Calls

MONTH	FROM INSIDE LU	OUTSIDE CALLS	TOTAL
July 1998	25	34	59
August 1998	17	10	27
September 1998	36	35	71
October 1998	29	33	62
November 1998	19	46	65
December 1998	14	33	47
January 1999	32	48	80
February 1999	38	60	98
March 1999	27	51	78
April 1999	24	52	76
May 1999	23	29	52
June 1999	18	36	54
Totals	302	467	769

Table #2: On Site Users

MONTH	NUMBER OF USERS FOR ARCHIVES	NUMBER OF USERS FOR RARE BOOKS	TOTAL
July 1998	17	13	30
August 1998	6	6	12
September 1998	24	7	31
October 1998	19	3	22
November 1998	11	5	16
December 1998	6	1	7
January 1999	20	4	24
February 1999	25	4	29
March 1999	23	4	27
April 1999	14	3	17
May 1999	10	3	13
June 1999	8	1	9
Total	183	54	237

Table #3: Number of Incoming Letters

MONTH	NUMBER OF LETTERS
July 1998	3
August 1998	1
September 1998	8
October 1998	3
November 1998	3
December 1998	1
January 1999	2
February 1999	5
March 1999	2
April 1999	2
May 1999	2
June 1999	N/A
Total	32

Breakdown of Incoming Mail

Questions about Genealogy: 2
 Questions regarding collections: 8
 Questions relating to Jesuits: 8
 Questions regarding donations: 6
 Alumni questions: 2
 Biographical questions: 3
 Photo requests: 2
 Yearbook request: 7
 Miscellaneous questions: 5

Table #4: Number of Outgoing Letters

MONTH	NUMBER OF LETTERS
July 1998	5
August 1998	4
September 1998	3
October 1998	5
November 1998	2
December 1998	3
January 1999	4
February 1999	4
March 1999	5
April 1999	1
May 1999	3
June 1999	1
Total	40

Table #5 Incoming E-mail Message Requests

MONTH	NUMBER OF MESSAGES
July 1998	9
August 1998	1
September 1998	5
October 1998	7
November 1998	5
December 1998	7
January 1999	6
February 1999	8
March 1999	3
April 1999	7
May 1999	3
June 1999	4
Total	65

Breakdown of Incoming E-mail Messages

Questions regarding Jesuits: 16

Questions regarding LU: 18

Questions regarding archival collections: 7

Questions regarding rare books: 2

Biographical questions: 2

Photograph requests: 8

Miscellaneous questions: 12

Table #6: Number of Web Page hits since November 1998

MONTH	NUMBER OF HITS
November 1998	45
December 1998	44
January 1999	153
February 1999	100
March 1999	97
April 1999	96
May 1999	62
June 1999	87
Total	684

Table #7: Accessions

MATERIALS	AMOUNT OF ACCESSIONS
New Accessions	39
Archival Boxes	53
Records Containers	43
Flat Boxes	3
Total Linear feet	74.5
Video Cassettes	4
Audio Records	2
Photos	2
Banners	2
Folders	2
Binders	2
Microfilm	3
Master theses & doctoral disserts. (Bound Volume)	90
Loyola Phoenix & Loyola World (Bound Volume)	3

Table #8: List and Date of Significant Accessions

TITLE OF COLLECTION/SERIES	DATE RECEIVED	AMOUNT ACCESSIONED
Office of the President, James F. Maguire, SJ	7/6/98	1 linear foot
Office of the President, John J. Piderit, SJ	7/20/98	5.5 linear feet
Dean of College of Arts & Sciences	8/31/98	4 linear feet
Office of Executive Vice President	8/31/98	2 linear feet
Senior VP for Academic Affairs	8/25/98	7 linear feet
History Department	10/12/98	2 linear feet
Rita Anton Papers	10/19/98	3 linear feet
Medical Center Library	10/22/98	1 linear foot
Rome Center	10/23/98	9.5 linear feet
Martin Svaglic	11/9/98	7 linear feet, 1 file drawer
Thomas McMahon CSV, School of Business Administration	11/9/98	0.5 linear foot
Robert J Willmes, SJ: Board of Trustees 1949-55, Rector & Chairman	12/9/98	4 linear feet
LUMC SSOM Medical Humanities Program; Dr. David Thomasa, Director	1/18/99	2 linear feet
Martin Heidegger Manuscripts	2/24/99	3.5 linear feet & 2 LP records

Table #8 (continued): List and Date of Significant Accessions

TITLE OF COLLECTION/SERIES	DATE RECEIVED	AMOUNT ACCESSIONED
Marcella Niehoff School of Nursing	3/8/99	5.5 linear feet
Martin Heidegger photocopies	3/15/99	5.5 linear feet
Development (photos)	3/29/99	1.5 linear feet
Correspondence Study Division	5/27/99	0.5 linear foot
Allan Ornstein, School of Education	6/17/99	2 linear feet
Omsbud Office	6/21/99	1 linear foot
President's Office, Fr. Raymond Baumhart SJ	6/25/99	0.5 linear foot

