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Loyola University Chicago Archives & Special Collections

FY20 Annual Report

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History

The Loyola University Chicago Archives & Special Collections was established in 1938 by Fr. John Mortell, SJ, who had served in Europe during World War I as a Chaplain with the United States Army. During his time in Europe, he came to appreciate the importance placed on preserving the history of places and institutions. Upon returning to Loyola University, he recognized that the University's history and, more importantly, the history of the Jesuits who founded the University, was disappearing quickly. Fr. Mortell advocated for the need to preserve this history. His efforts resulted in his being named the first University Archivist of Loyola University, a position he retained until his death in 1940. Upon Fr. Mortell's passing, Fr. William T. Kane, SJ, Library Director, took up the effort to collect and preserve the history of the Loyola University Jesuit Community and the University. After Fr. Kane's death in 1945, the collecting of Loyola Jesuit and University history continued on and off by committee. In 1979 Br. Michael J. Grace, SJ, was named University Archivist and established the modern Loyola University Chicago Archives & Special Collections. He served as University Archivist until his death in 2002. Following the passing of Br. Grace, Kathryn Young, MS, MLIS, CA, (and who was at that time assistant archivist at the Women and Leadership Archives) was appointed University Archivist and Curator of Rare Books. Ashley Howdeshell, MLIS, CA, joined the Loyola Archives & Special Collections in 2010 and was appointed Assistant University Archivist in 2014.

The Collections

The Loyola University Chicago Archives & Special Collections consists of University Archives, Special Collections (including the Congressional Archives), and the Rare Book Collection. The University Archives collects, preserves, and makes available the historical records documenting the schools/colleges, administration, practices, events, and programs of Loyola University Chicago. Special Collections collects, preserves, and makes available papers, records, and collections in the areas of Samuel Insull; Jesuit educators; Loyola staff, faculty and alumni; Chicago history; Catholic history; entertainment history; politics and political cartoons; and Edward Gorey. The Congressional Archives collects, preserves, and makes available papers of members of the United States Congress, specifically those members who are Loyola University Chicago alumni or have a significant relationship with the University. The Rare Book Collection collects, preserves, and makes available rare books from the 13th century onward. The collection includes over 15 languages and is strongest in areas of British History; American History; Jesuitica; Theology; Philosophy; drama; British literature; American literature; travel; book history; history of medicine; and the sciences. All of these collections are available for use by Loyola students, staff, faculty, and researchers from outside of the university.

FY20

Fiscal Year 2020 turned out to be an especially challenging year that was unprecedented in the history of the Loyola Archives & Special Collections. It can best be told as a story of two years in one – before and during the pandemic. From June 2019 until March 2020, normal operations were underway at the Archives & Special Collections. Class usage was on pace for another record year with 27 classes having been to the Archives by the middle of March. Another 6 classes were scheduled through April and 1 in June, which would have resulted in 34 classes for the year. Audio-visual materials were sent out for digitization, the oral history project was continuing, staff continued to acquire and process both physical and digital collections, making them available for researchers, work on the timeline project by the sesquicentennial scholars continued, and the University Archivist

and Assistant University Archivist worked on a book about Loyola's campuses for the Arcadia Press Campus History series. On March 12th, following our last UCWR class visit, Archives staff headed home, not to return to campus for several months because of the campus closure forced by the COVID-19 global pandemic. Anticipating this, Archives staff began planning in February for transferring to remote work. This included making sure that remote access to equipment worked, moving essential files to OneDrive for access, and bringing home digital and physical materials to work on, including materials needed to complete the Arcadia Press book. The transfer to remote work occurred relatively smoothly. From the middle of March through the end of the fiscal year Archives staff continued to assist researchers and answer reference questions remotely while working on the digital backlog and increasing the number of and content in the online digital collections.

FY21

Fiscal year 2021 will start in the middle of the COVID-19 global pandemic. This situation will continue to effect what Archives staff can and cannot do throughout the year. The biggest impact will be seen in the decrease of in-person researchers and class sessions due to university restrictions and the lack of space to implement required social distancing at the Loyola Archives & Special Collections. Other impacts may be seen on the amount of records received from university departments, the number of new collections and additions to collections received from donors, the amount of physical processing completed, the number of books cataloged, and the amount of time it takes to research and answer reference inquiries. Archives staff will be able to work onsite for limited hours, although most work will continue to be offsite. One positive, however, will be the continued work on the digital backlog and the increase in the number of digitized resources available online through our digital collections.

Key Performance Indicators and Analysis

All performance indicators clearly show the impact of the COVID-19 global pandemic on work of the Loyola Archives & Special Collections. What had been a normal year that was on track to equal or surpass FY19 suddenly turned into a less than normal year due in large part to the inability of staff to access physical collections or have classes and researchers visit the archives in-person. Despite this, FY20 statistics remained close to FY19 statistics. The impact of the global pandemic will not be seen in the statistics until FY21.

Access

Access to materials continues to be one of the most important goals at the Loyola University Chicago Archives & Special Collections. Although both physical and digital backlogs remain, progress has been made on the digital collections backlog, with the majority of the work involving organization and metadata creation for collections in preparation of upload to Preservica. For the physical audio-visual collection, most of the audio reel-to-reel tapes and films are now digitized, along with some VHS and Umatic videos, and are awaiting ingest into Preservica. Progress continues on the digitization of departmental newsletters, press releases, and photographs, with many now being available online. While working remotely, Archives staff have made significant strides in digitizing items, creating metadata, and making them available online.

Catalog Records

- 9 original archival collection catalog records
- 9 original records for books

- 16 item records fixed
- 14 books were re-classed from Dewey to LC
- 9 original records were created for broadsides
- 32 copy records imported for broadsides

Finding Aids

- 10 finding aids were created
- 10 finding aids were added to the online A to Z lists

Digital Collections/Electronic Records

- 592 URLs captured via Archive-It
- 67 video tapes (VHS, Umatic and 2" video reel) and 6 films (35mm) were digitized by The MediaPreserve
- Preservica
 - Total items added: 2,641
 - Breakdown by Collection
 - Audio Visual: 14
 - Bryant Photograph Collection: 559
 - Century of Progress Photograph Collection: 161
 - Course Catalogs: 276
 - Dyba Photograph Collection: 481
 - Loyola University Photograph Collection: 128
 - Michalak Collection: 161
 - Oral Histories: 7
 - Press Releases: 273
 - Smajo Photograph Collection: 248
 - Student Publications: 43
 - University Newsletters: 290

Acquisitions

During the year the following records and papers were received: Dr. Lorraine Ozar (Greeley Chair in School of Education); the Family Business Center in Quinlan; The Graduate School; the President's Office; Commonwealth Edison records; College of Arts and Sciences office of the Dean; and the Dr. Fern Asma papers (alumnus from the Stritch School of Medicine).

- 83.21 linear feet received
- 14 oral histories

Rare Books

The remaining \$3,200 in the gift from Stuart and Mimi Rose was used during FY20 to purchase the works of Christopher Marlowe, the Tragical History of Doctor Faustus, and two miniature books – The Han-Nya Shingyo (Buddhist Prayer scroll) and Ninso Kokagami Taizen.

The University Library Rare Book Acquisition fund was used to purchase several miniature books including Drawings by Greenway, Cruikshank Comic Alphabet/Essay on the Genius of George Cruikshank, and Latin Abecedarium.

The Michalak Endowment was used to add 19th and 20th century American literature to the collection. Books purchased include first editions of Neil Gaiman's American Gods and Coraline and Edgar Allan Poe's Tales of Mystery and The Raven.

The University Archives book fund was used to add to books to the Jesuitica collection – Idyllia by La Rue and Bibliotheque Curieuse by Menestrier. A first edition of Victor Hugo's Les Miserables was also purchased.

The Titanic book fund was used to add two miniature books to the collection – Halloween Angst by Patricia Miller and Kwaidan: Jikininki... by Lafcadio Hearn.

Processing

Processing work focused on university records from July 2019 to March 2020. From March through June 2020 processing work focused on digital collections.

- 28 linear feet of physical collections
- Digital Collections
 - Adrian Kocurek photograph collection – so far this collection contains 182 digital images taken by retired facilities staff member Adrian Kocurek. In addition to providing the images, Mr. Kocurek is working with the Assistant University Archivist on metadata for each image.
- Transcriptions were started for oral histories.
- Metadata creation for digitized audio-visual items was begun.
- Identification of the most vulnerable digital collections needing to be ingested into Preservica due to the unstable media forming the original carrier for the files.
- Preservica
 - Metadata created for 2,641 new items which were then ingested into the system
 - Metadata updated and corrected for 1,000 existing items

Reference

Reference continues to be a very important part of the daily work at the Archives & Special Collections. From March to May reference inquiries slowed down as people adjusted to working during a pandemic, but it started to pick up again in June.

- 142 phone inquiries answered (81 internal, 61 external)
- 812 email inquiries answered (280 departmental, 532 non-departmental)
- 73 in-person researchers (39 archives, 34 rare books)

Class Visits

The number of classes booked for visits to Special Collections was on pace to surpass our previous record. Unfortunately the last 7 classes had to be cancelled due to the COVID-19 pandemic.

- 27 classes (34 were scheduled)
- 513 attendees
 - UCWR (5 classes)
 - UCLR
 - Anthropology 361
 - History 212 – US since 1865
 - History 298 (3 classes)
 - History 361
 - History 397
 - Arrupe Western Civ to 17th century (2 classes)
 - English 271
 - English 273
 - English 274
 - English 322
 - English 326
 - English 478
 - French 270 (2 classes)
 - Environmental Science 298
 - Theology 190 (3 classes)

Outreach

Outreach continues to grow at the department, especially with requests for materials to be used for presentations or for staff to do presentations. The annual open houses in October attracted a number of people to Special Collections.

Open Houses – 47 visitors

- 2 open houses held during October, each with a different theme including Special Collections' annual Halloween Open House.

St. Ignatius College Prep – 91 attendees

- 3 Sophomore theology classes from St. Ignatius College Prep visited in November for a presentation on the St. John's Bible and the Torah

University Marketing and Communications – 18 attendees

- Staff from UMC visited the Archives & Special Collections in July to learn about the collections, resources that are available to UMC, and how UMC and the Archives can work together on projects.

Donovan Reading Room Exhibits

- Bicentennial of the State of Illinois – an exhibit celebrating the 200th anniversary of Illinois becoming a state. The exhibit ranges from the foundations of the state to Chicago to Loyola's place in the history of Illinois. This exhibit was taken down prior to the campus being closed in March. Currently there are no exhibits in either the Donovan Reading Room or the exhibit cases outside of the reading room.

Special Projects

During FY20 the University Archivist and Assistant University Archivist wrote a book about Loyola's campuses; work continued with the Sesquicentennial Scholars; a new Loyolans and COVID-19 Pandemic digital collection was begun; and Archives staff worked with Library Systems staff and a retired professor on a digital project.

Arcadia Press Book

- As part of the preparation for Loyola's 150th celebration in 2020-2021, the University Archivist and Assistant University Archives wrote a book featuring information and photos of all of Loyola's campuses in Chicago and Rome, Italy. The manuscript was completed and turned in to the publisher in March, proofed in April, and published in August.

Loyolans and COVID-19 Pandemic Project

- To document this historic time, the University Archives created a pandemic collecting project to gather experiences from students, faculty, staff, administrators, and alumni. This project was created in Omeka Classic with the submission plug-in activated so people can upload videos, photographs, audio, and documents. Following approval by the Assistant University Archivist, these items become publically available and can be browsed.

Sesquicentennial Scholars Project

- This grant from the President's office was received in response to a proposal to hire 4 graduate students – 2 from Public History and 2 from Digital Humanities – to work on a series of projects at the Loyola Archives & Special Collections and the Women and Leadership Archives highlighting Loyola's history in time for the sesquicentennial celebration. The first year of the grant created a collaborative digital project called "Then and Now" highlighting some aspects of Loyola and Mundelein history.

Loyola Herbarium Project

- The University Archivist and Assistant University Archivist have been working with the Digital Services Librarian, Metadata Librarian, and Dr. Bobbi Lammers-Campbell on the Loyola Herbarium project. This project involves assisting Dr. Lammers-Campbell with digitizing the collection and creating metadata so that the specimens can be shared with a variety of consortia. Archives staff have assisted with their knowledge of digitization and creating identifying labels for the specimens.

User Stories

Instructors for the UCLR/UCWR classes and Arrupe classes that visit Special Collections consistently mention that some of the best discussion generated in their classes come after their visit to Special Collections. One UCWR instructor mentioned that in his classes 19 out of 20 students agreed that visiting Special Collections was the best class of the semester. Another instructor teaching the English 326 class said that his students loved coming to see and interact with the rare books, and that several students sent complaints to the chair of the English department about not having been made aware of the collection by other members of the English department faculty.

Staff

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

- Certified Archivist – recertified 2019
- Catholic Research Resource Alliance – Loyola Liaison, Collections Committee member
- Chicago Collections – Loyola Libraries representative, Content Committee member
- Center for Textual Studies and Digital Humanities Advisory committee/project directors committee
- Digital Preservation Committee
- University 150th Committee
- Sesquicentennial Scholars Advisory Committee

Ashley Howdeshell, MLS, CA, Assistant University Archivist

- Serve on the Digital Preservation Committee
- Serve on the Sesquicentennial Scholars Advisory committee
- Attended the Digital Humanities Institute at St. Mary's College
- Elected to represent libraries on University Senate/elected to University Senate executive committee

Student Workers

Julianna Babich

An undergraduate in Classical Studies, Julianna worked on digitizing departmental newsletters and creating metadata for them prior to their ingest into Preservica. Julianna also provided essential assistance as we closed Archives & Special Collections in March 2020. Julianna graduated in May 2020.

Austin Sundstrom

A graduate student in the Public History program, Austin worked on digitizing course catalogs and creating metadata for them prior to their ingest into Preservica. Austin provided essential assistance in taking down the exhibit in the Donovan Reading Room and preparing Archives & Special Collections for closing due to the campus closure. Austin graduated in May 2020.

Oral History Assistant

Molly Sampson

Another graduate student in the Public History program, Molly oversaw the Loyola Oral History project for FY 20. She conducted 14 interviews and arranged several others, which had to be postponed due to the COVID-19 pandemic. Molly was instrumental in helping us select Happy Scribe as the tool to move forward with oral history transcriptions. She wrote instructions on how to work with Happy Scribe and was able to use the tool to transcribe several oral histories before graduating in May 2020.

Sesquicentennial Scholars

Jennifer Duvall

During FY20, Jennifer occupied the position of Sesquicentennial Scholar from the Public History program. She worked with the other Sesquicentennial Scholars to design a student life timeline project, select the tool to be used for the timeline, and conducted research to develop the information on the timeline.

Ericka Christie

The Sesquicentennial Scholar from the Digital Humanities program, Ericka worked on the tool used to present the student life timeline project. She graduated in May 2020.

Appendix A: Reference Inquiries

	% Change	FY20*	FY19	FY18	FY17	FY16
Phone Calls (LUC)	<i>(34)</i>	81	122	156	243	167
Phone Calls (External)	<i>13</i>	61	54	92	107	93
E-mails	<i>3</i>	812	787	864	708	729
Letters	<i>0</i>	0	0	2	0	0
On-site Researchers	<i>(34)</i>	73	110	203	278	248
ILL	<i>0</i>	0	0	4	1	0
<i>Total Internal Requests</i>	<i>(14)</i>	<i>408</i>	<i>474</i>	<i>656</i>	<i>796</i>	<i>683</i>
<i>Total External Requests</i>	<i>3</i>	<i>619</i>	<i>599</i>	<i>653</i>	<i>546</i>	<i>555</i>
<i>Total Research Inquiries</i>	<i>(4)</i>	<i>1025</i>	<i>1073</i>	<i>1309</i>	<i>1342</i>	<i>1238</i>
# of Classes	<i>17</i>	27	23	32	13	
# of Presentations (non-class)	<i>67</i>	5	3	2	4	
# of Attendees	<i>27</i>	663	523	524	354	
Total	<i>7</i>	1690	1580	1833	1696	

*All statistics for FY20 are lower than normal. This reflects the effect of the COVID-19 pandemic on Special Collections, and University, work. It is expected that this trend downward will continue at least through FY21.

Appendix B: Acquisitions

	% Change	FY20	FY19	FY18	FY17	FY16
# of Acquisitions	(45)	16	29	42	53	41
# of Linear Feet	(29)	84.41	119.41	235.2	294.67	894.74
# of Dissertations /theses	2	128	126	182	195	0
Electronic Records Received (MB/GB)	(54)	91.6 GB	200 GB	5.5TB (953 MB*)	43.85 GB (839.43MB*)	22.96 GB
Archive-IT Total Data (GB)	12	986.7 GB*	879 GB	410 GB	508.8GB	437.2 GB
Archive-IT Total Documents	13	12,976,803	11,457,687	12,106,018	8,616,208	9,446,479**

**Data budget was increased to 1.3 TB when subscription rolled over in March 2020.*

Appendix C: Processing

	% Change	FY20	FY19	FY18	FY17	FY16
LFT Processed	(66)	28	83.71	111.57	157.665	113.735
# of new Finding Aids	(76)	10	42	11	31	31
# of Legacy Finding Aids Converted	0	0	7	0	0	12
# of Finding Aids with metadata fixed/added	0	0	0	226	0	39

Appendix D: Catalog Records

	% Change	FY20	FY19	FY18	FY17	FY16
Original Archival records	<i>(76)</i>	9	37	15	28	10
Original book records	<i>(47)</i>	9	17	39	11	78
Copy book records	<i>41</i>	62	44	305	42	716
Other materials (broadside)	<i>(24)</i>	41	54	0	0	0
Records fixed	<i>45</i>	16	11	54	88	79
Marked for CRRA	<i>0</i>	1	0	46	24	303
Marked for CCC	<i>0</i>	3	0	5	7	75
Item records added	<i>(38)</i>	33	53	72	113	89
Total		174	216	536	313	1275
#records sent to CRRA portal	<i>0</i>	0	0	0	3749	3694
#records sent to CCC portal	<i>0</i>	0	0	0	91	0
# call numbers created	<i>27</i>	14	11	62		
# of bound-with records related	<i>0</i>	0	54	392		
# of Rare Books reclassified to LC	<i>0</i>	16	0			

Appendix E: Digital Special Collections

<u>Omeka</u>	% Change		FY20	FY19	FY18	FY17
Views	5		31695	30053	86706	19203
Unique Views	4		24339	23332	65595	11283
<u>Archive-It</u>						
Views	(66)		2373	6905	4873	1726
Unique Views	(62)		1767	4636	2129	1246
# of Rare Books Digitized	0		0	0	0	2
Preservica*						
Views	0		9214			
Unique Views	0		6718			
Downloads	0		17,027			
Additions	0		2493			

*Preservica reports started February 2020 for number of views and in August 2019 for number of downloads.

Appendix F: Internet Archive Collection Views

	% Change	FY20	FY19	FY18	FY17	FY16
Loyolan	<i>11</i>	188,275	169081	139544	62364	58649
Dentos	<i>5</i>	29,189	27715	24096	7714	12560
Stritch School of Medicine	<i>7</i>	19,112	17873	15017	6704	6358
St. Ignatius Collegian	<i>11</i>	10,124	9115	7522	3453	3290
Loyola University Magazine	<i>(7)</i>	8,691	9302	6304	3365	2263
Illinois Catholic Historical Review	<i>7</i>	18,051	16802	15094	12614	1170
Chicago	<i>3</i>	3,389	3300	3047	1046	1799
Chicago magazine	<i>20</i>	519	433	347	107	185
McVickers	<i>14</i>	438	385	337	82	210
Doomed City	<i>14</i>	1,591	1400	1127	365	605
History of Chicago	<i>9</i>	1,747	1600	1158	388	567
Towers	<i>12</i>	4,482	4000	3308	1403	1461
Echo	<i>14</i>	1,051	918	738	532	80
Tourists Guide	<i>11</i>	650	583	546	201	289
Chicago and Its Resources	<i>10</i>	2,420	2200	1860	604	1062
Total	<i>9</i>	289,729	264707	220045	101030	91014

Appendix G: Loyola eCommons Views

	% Change	FY20	FY19	FY18	FY17	FY16
Loyolan	<i>36</i>	1134	831	951	817	490
Dentos	<i>41</i>	1753	1245	1263	708	876
Stritch School of Medicine Yearbooks	<i>41</i>	407	288	389	275	258
St. Ignatius Collegian	<i>51</i>	402	266	199	129	199
Loyola University Magazine	<i>64</i>	23	14	6	16	20
Illinois Catholic Historical Review	<i>(37)</i>	417	659	1370	307	402
Rome Center Yearbooks	<i>49</i>	3103	2089	3267	4698	5082
College of Commerce Yearbooks	<i>64</i>	100	61	141	111	153
Total	<i>35</i>	7339	5453	7586	7061	7480

Appendix H: Social Media Stats

	% Change	FY20	FY19	FY18	FY17	FY16
Facebook Followers	<i>2</i>	820	805	688	690	636
Twitter Followers	<i>5</i>	1070	1021	913	780	683

Appendix I: Oral History Project Interviews, AY 2019-2020

Molly Sampson served as the graduate assistant for the 2019-2020 academic year. She created and updated databases to track all past and upcoming interviews, as well as the digital resources associated with those interviews. She focused her interviews on long-term faculty and staff, and tenured faculty that accepted the Voluntary Transition Incentive Program (VTIP) and would be leaving at the end of the 2020 spring semester. Molly created new a new unit for the **ROTC** program, and interviewed the head of the department as well as a long-term staff member. Due to the Covid-19 closure, several scheduled interviews were cancelled and Molly was unable to continue scheduling and conducting interviews from home. Instead, she began transcribing the 300+ hours of audio backlog. At this time it is unclear who will succeed Molly in this position, but Molly has created transition documentation for the event of another remote working semester, and an in person semester.

Interviews Completed

The majority of the interviews I conducted in the 2019-2020 year were in the category of *long-term faculty and staff* (14), with the next most significant number of contributions being the *social justice* category (7). However, some long-term faculty have also made significant social justice contributions, so there is some overlap between the two categories. Future projects could explore ways long-term faculty have been involved with social justice in various ways. Following is a list of interviewees and brief summaries:

1. **Anne Smart**- director of the Family and Business Center in the School of Business. Spoke about the change in the program overtime, and the role of the center in the Chicago community.
2. **Andrew Keyt**- First director of the Family and Business Center in the School of Business. Discussed the challenges of establishing and growing the center, and his transition into teaching.
3. **Sr. Jean Dolores Schmidt** – Sister Jean was interviewed most recently in 2011, this interview focused on her experiences since then. Most notably, she discussed her leap to international fame during the 2018 Men’s basketball March Madness Tournament.
4. **Lorraine Ozar**- Retired Associate Professor in the Education Department and Founding Director of the Andrew M. Greeley Center for Catholic Education. Spoke about the establishment of the center for Catholic education and its national role in developing curriculum for Catholic Schools.
5. **Mark Hulse**- Head coach of the Men’s Volleyball Team. Spoke about his experience as an assistant coach during the back-to-back national championship titles in 2014 and 2015, as well as his transition into head coach.
6. **Vincent Mahler**- Long-term faculty member of the Political Science department. Spoke about the changes at Loyola and within his department since 1979. Also spoke briefly about accepting the VTIP and the implication the VTIP will have on the department.
7. **Yolande Wersching** – Head of Lewis Libraries. Discussed her education and love of Jesuit Education that led her to Loyola. Spoke about the development and changes at Lewis Libraries over the past several decades.
8. **Nicholas Bugajski** – Chair of the Military Science Department. Spoke about the history of the program, and how the program has changed during his two years as Chair. As an active duty member of the Army, the chair is only assigned for 2-3 years before getting a new duty assignment,

9. **David Givens** – Acquisitions librarian at Cudahy Library. Spoke about the development of the library over the past several decades and how the various Loyola libraries work together.
10. **Theresa Ceko** – Long-term Professor in the Law School and Director of the Community Law Center. Discussed her experience teaching and the creation of a new veteran services center to provide free legal aid to veterans and their families.
11. **Djimitri Francois** – Recruiting Operations Officer in the ROTC program. Spoke about how the program recruits students and prepares them for careers in the Army.
12. **Ed Warro** – Former Dean of the libraries. Discussed the changes and growth of the library, including the addition of the Information Commons.
13. **Michael Welch** – Long-term professor in the School of Business. Discussed the Master of Business Administration and his role developing and refining the program.
14. **James Calcagno** – Long-term professor of Anthropology. Spoke about his experiences teaching at Loyola and abroad. Briefly touched on possibility of online teaching due to Covid-19.