



LOYOLA UNIVERSITY CHICAGO ARCHIVES & SPECIAL COLLECTIONS

Annual Report FY23

ABSTRACT

An overview of the accomplishments of the Loyola University Chicago Archives & Special Collections from July 1, 2022 through June 30, 2023.

Kathy Young

8 September 2023

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Overview

FY23 Staffing

1 FTE – University Archivist/Curator of Rare Books

1 PTE – Student staff (Oral History Assistant)

Collection dates

University Archives: 19th century to present

Special Collections: 18th century to present (Some BCE artifacts)

Congressional Archives: 20th century to present

Rare Books: 13th century to present

Linear feet of Collections

Archival collections: 15,000+ linear feet

Rare Books: 22,000+ volumes

Clientele

Loyola University Chicago community at all campuses; local, national, and international students and scholars

Collection Acquisition

University Archives: transfer of records according to the record retention schedule

Special Collections: gifted by individuals and organizations

Congressional Archives: gifted by individuals

Rare Book Collections: gifted by individuals, limited purchase

Mission

The Loyola Archives & Special Collections (LUCASC) serves as the University's institutional memory by collecting, preserving, and making accessible the history of Loyola University Chicago. Additionally, LUCASC serves as an educational resource for the Loyola community and beyond by providing unique collections in the areas of rare books, Loyola history, Chicago history, Catholic history, business, satire, Edward Gorey, Jesuit educators, and politics, among others, for study and teaching.

History

Established in 1938 by Fr. John Mortell, SJ, who served in Europe during World War I as a Chaplain with the United States Army. During his time in Europe, Mortell 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. 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, library director Fr. William T. Kane, SJ, 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, collecting Loyola Jesuit community 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, became University Archivist and Curator of Rare Books. Ashley Howdeshell, MLIS, CA, joined the Loyola Archives & Special Collections in 2010 as Assistant University Archivist. Howdeshell resigned her position and left the university in January 2022.

[The Collections](#)

The Loyola University Chicago Archives & Special Collections consists of University Archives, Special Collections, the Congressional Archives, and the Rare Book Collection. University Archives, Special Collections, and the Congressional Archives accept both physical and digital formats for records and papers.

University Archives

The University Archives collects, preserves, and makes available the historical records documenting the schools/colleges, administration, practices, events, and programs of Loyola University Chicago. Records span the 19th, 20th, and 21st centuries and include vice-president diaries from the opening of St. Ignatius College, early photo albums showing students and faculty of St. Ignatius College, the first college library catalog, records of several (but not all) presidents, and records from the offices of vice-presidents, deans, departments, and student organizations. There is also a university audio-visual collection including over 300,000 photographs, negatives, and slides; films; videos; and audio recordings. The University Archives conducts a Loyola oral history project that has captured approximately 400 interviews with staff, faculty, administrators, and alumni.

Special Collections

Special Collections collects, preserves, and makes available papers, records, and collections in the areas of business; Jesuit educators; Loyola staff, faculty and alumni; Chicago history; Catholic history; entertainment history; politics and political cartoons; and Edward Gorey. Among the collections held are the papers of Samuel Insull and related persons and companies; the records of the Catholic Church Extension Society; a 19th century British political broadside collection; the Cuneo Family papers and business records; the Scott Stantis papers; the Melville Steinfels papers; the Follett Collection; and the papers of faculty, staff, and alumni.

Congressional Archives

The Congressional Archives collects, preserves, and makes available the 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 founding collections are the papers of former U.S. Congressmen Dan Rostenkowski (D-IL) and Henry J. Hyde (R-IL).

Rare Book Collection

The Rare Book Collection collects, preserves, and makes available books and manuscripts from the 13th century onward. The collection includes over 15 languages and is strongest in the areas of British History, American History, Theology, Philosophy, drama, British literature, American literature, travel, book history, history of medicine, and the sciences.

A highlight of the collection is the Jesuitica collection. Spanning across disciplines and subjects, the Jesuitica collection includes a first edition of the Spiritual Exercises, Chinese mission texts, sermons, and books by notable Jesuits such as Boscovich, Kircher, and Charlevoix. The collection is also notable for its anti-Jesuit works. Considered one of the major collections of Jesuitica in the U. S., along with the collections at Boston College and Marquette, it is internationally recognized.

The rare book collection includes approximately 25 incunables and 8 medieval manuscript leaves.

FY23

Review

Challenges continued at the Loyola Chicago Archives & Special Collections (LUCASC) during fiscal year 2023. The staffing situation of 1FTE continued to be the main concern for the year with the search for a new assistant university archivist not undertaken until April of 2023.

Departmental priorities consisted of working with faculty on class sessions at Special Collections and fulfilling research requests. Thirty-eight (38) classes visited Special Collections from July of 2022 to June of 2023, totaling 659 attendees. This was a record for class sessions in one year, even considering pre-pandemic class sessions.

Digital work continued at a reduced rate due to the increase of class sessions at LUCASC. Selected materials were digitized and made available through Preservica. Ingesting items digitized by The Media Preserve in 2017 and 2019 continued.



Looking Ahead

Fiscal year 2024 starts on a positive note with the addition of a new assistant university archivist in August 2023 and, hopefully, two student staff members. Returning to a more normal staffing level will allow previously paused projects to resume as well as consideration of new projects to be undertaken. The projects scheduled for FY24 include a survey of digital records at LUCASC, working with faculty members on class projects, continuing to reclass and reshelve rare books, and completing long-standing processing projects.

Issues and Concerns

The main areas of concern for LUCASC are physical space, digital space, and staffing. All of these affect the daily work of the department, especially in terms of serving classes and researchers.

Physical Space

Over the past 20 years, LUCASC space has grown from three small rooms on the second floor of Cudahy Library (217, 219 & 220) plus one and a half stack decks (stack decks D and ½ of C) to

three rooms in the archives suite (217, 219, & 220), a former group study room (aka the annex), three stack decks (D, C, & E), two rooms in the Information Commons for the Congressional Archives, and one small closet in the library storage facility. This increase is a direct result of our mission to collect and preserve the history of Loyola University Chicago and our mission to collect and make available primary resources for study and research by members of the Loyola community as well as other researchers. These missions result in a continually growing collection that requires appropriate storage and security, as well as an appropriate space for researchers and staff to work. Although renovated several years ago, the archives suite is already proving to be inadequate to respond to the growth in class demand. Most classes visiting LUCASC consist of 30 or more students, requiring staff to divide classes between the archives reading room, the workroom, and the annex in order for students to have enough space to engage with the materials and each other without damaging the materials.

Staff have an excellent, but small, work area that limits the number of people who can work in the room at the same time. Staff usually end up working in the reading room or the annex in addition to the reading room when they are not in use by classes or researchers. Supplies are currently taking up much needed collection storage space on the stack decks because there is nowhere else to put them. The physical space also limits the ability of the department to add new equipment, such as scanners.

Storage areas are not adequate for either preservation or security although a separate HVAC system installed on the stack decks several years ago maintains a proper environment for storage. The shelving, however, remains a problem. The stack decks are the original part of Cudahy Library and the shelving is structural, running from the lower level to the roof. Originally sized for books, we are now required to use it for boxes in a variety of shapes and sizes. Security remains an issue on the stack decks even though the storage areas are surrounded by cages. Students continue to study in the space outside of the cages because there is no way to restrict these areas. Finally, all storage areas have limited space remaining for the addition of new collections.

While the renovated archive suite has fire suppression equipment and security in the form of proxy access and cameras, the stack decks do not. The recent addition of a separate HVAC system for the stack decks eliminated previously usable storage space not only by placing equipment in the storage area, but by also running wiring for fire alarms directly in front of shelving so that it could no longer be used for storage. The possibility of retrofitting the stack decks to introduce a sprinkler system raises major concerns. Built in 1930, the original library building was not required to have a sprinkler system following the implementation of a new city ordinance requiring them. LUCASC staff have already learned that if a project to retrofit the stack decks is undertaken, a minimum of 18" is required between the sprinkler heads and materials underneath. This would eliminate the top two shelves of every range on stack decks C, D, & E plus the top sections of the flat files and the oversize shelving on stack decks C & D – a very significant loss of storage area.

Digital Space

The increase in making materials accessible through digital collections requires an increase in the equipment and space for preparing materials and an increase in digital space. The digitization process requires a significant amount of space whether it is for physical equipment on tables, floor space for photographing oversized items, or space for assessing and preparing the items to be digitized. The current workspace allows adequate space for working on digitization or working on physical processing of collections, however both processes cannot be done at the same time.

Digital space concerns include digital storage space needed to make these materials available to researchers. Digitized materials take up electronic space, just as physical materials take up physical space, and there is an increasing need for more electronic space to store, preserve, and make these items available. Electronic space costs.

Staffing

Staffing is a perpetual concern at LUCASC. Over the past 20 years, the staff has grown from 1 to 2 FTE. Typically, there are 1 to 2 student staff members per year along with an occasional intern. As LUCASC continues to grow in terms of collection size and services, it would be appropriate to look at growing the staff at the same time, both in terms of FTE staff and creative assistantships to carry out projects.

Solution

The solution for the problems faced by LUCASC, and by the Women and Leadership Archives, is the construction of a Special Collections Library for Loyola. This new library would be the home of LUCASC (including the Congressional Archives) and WLA along with the Center for Textual Studies and Digital Humanities (CTSDH). It would need to be a multi-story building having a large reading room, classroom, offices, workspace, and storage space for LUCASC and WLA on the upper floors, thus allowing them to carry out their missions and provide access to materials for the Loyola community and other researchers. Appropriate security and environmental conditions for the collections would be required. In addition, classrooms, offices, and a lab for CTSDH could be on the ground floor. Another benefit of building a separate Special Collections Library is the significant amount of space returned to the university libraries in Cudahy Library and the Information Commons. This space would be repurposed by the library.

FY23 Key Indicators and Analysis

Performance indicators for FY23 clearly demonstrate a return to on-campus activity for the university. This is seen through the increase of class sessions at LUCASC and the decrease in usage of digital collections. LUCASC staff are still working on finding the best way to balance work on providing access to physical and digital collections. Appendices A-F provide the yearly statistics for the areas below.

Access

Providing access to the materials at LUCASC continues to be a major goal for the department. Part of this includes improving access to materials previously cataloged or processed, as well as for new materials. Finding a balance for physical and digital work continues.

Acquisitions

Approximately 142.33 linear feet of collections were acquired during FY23. The majority of these were records from university departments. Notable acquisitions included:

- Dr. Joann Rooney records, 10 lft + 150 MB
- Dr. Timothy Gilfoyle papers, 18 lft
- Anthony Boccaccio Italy Archive, 1 TB
- English department records, 10.5 lft
- Commonwealth Edison collection (from Mt. Prospect Historical Society), 7.5 lft

Catalog Records

Cataloging books and archival collections continued during FY23. Reclassifying books from Dewey to LC and record maintenance continue.

- Original book/manuscript records: 13
- Copy book records: 123
- Item records fixed: 16
- Dewey to LC reclassification: 136
- Catalog records fixed: 27
- Location changes: 49
- Michalak books cataloged: 104

Finding Aids

Collection processing increased although it was still below normal levels due to limited staff. Eleven (11) finding aids were created for processed collections with eight (8) being legacy finding aids that were revised.

Processing

During FY23, the departmental processing manual was revised and updated to reflect current practices. Processing priorities are undergoing revision with an emphasis placed on making more university records accessible. Limited staff meant limited opportunities to process collections; however, several processing projects that were put on hold because of the pandemic were completed. One of the most notable collections processed was the Commonwealth Edison collection recently received from the Mount Prospect Historical Society. This collection added approximately 360 glass plate negatives from the early 20th century to the holdings. Collections processed include:

- Joseph Pendergast, SJ, papers [2.75 lft]
- Siedenburger Collection [1.0 lft]
- History department records [.5 lft]
- JFRC records [1.5 lft]
- Dr. Harold Platt papers [2 lft]
- Joseph S. Reiner, SJ, papers [.5 lft]
- Follett collection (re-processing previously processed materials) [8.25 lft]
- Law school records [18.75]
- Commonwealth Edison collection [7.5 lft]

Digital Collections & Electronic Records

Digital collections continue to expand at LUCASC although at a slower rate than previously. Creating metadata and ingesting items digitized in 2017 and 2019 remain a priority. A new priority is completing a survey of digital collections and electronic records at LUCASC in order to determine priorities for ingesting into Preservica.

Active URLs are continually added to Archive-It for capture. This is especially important due to the current redesign of the university's website.

- 254 active URLs captured via Archive-It
- 641 items added to Preservica as follows
 - Audio-Visual: 10
 - Schoder Slide Collection: 398
 - University Photos: 172
 - Loyola History: 5
 - Department Newsletters: 24
 - Press Releases: 6
 - Samuel Insull papers: 26

Oral Histories

During FY23, the emphasis of the oral history project was on completing transcriptions for previously collected interviews. Thirteen transcripts were completed and readied for ingesting into Preservica along with the audio files. By the end of the fall semester people were more comfortable with being in-person so interviews could begin again. Ten interviews were scheduled, with eight completed.

Rare Books

Class sessions used the rare book collection heavily for during the academic year and retrieval of the manuscript leaves and codices digitized at Indiana University for the Peripheral Manuscripts Project was accomplished. Acquisitions for the collection reflect class usage and researcher interest as well as an attempt to broaden and diversify the collection. Among the books purchased this year were:

- *Códice Murúa* by Martin de Murua (facsimile, 2004)
- *Liber Scivias* by Saint Hildegard (facsimile, 2013)
- Avancini, Nicolaus von. *Vita et doctrina Jesu Christi....* (1693, Jesuitica)
- *Le Miroir des Ames* (1867)
- Poe, Edgar Allen. *Poetical Works* (1867) and *Prose Works* (1880)
- Le Fanue, Joseph Sheridan. *Madam Crowl's Ghost and other tales of mystery* (1923)
- Bradbury, Ray. *Death is Lonely Business* (1985)
- Bourdain, Anthony. *The Bobby Gold Stories* (2003)

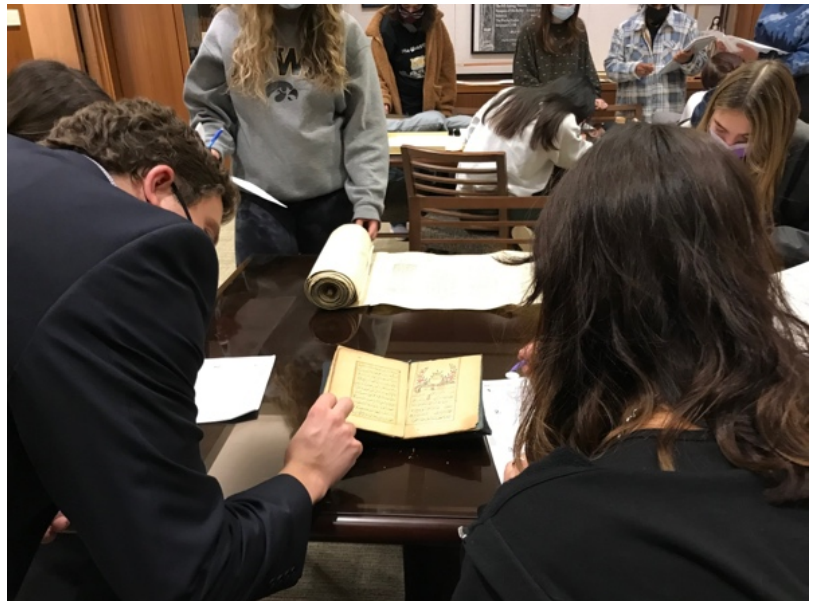
Reference

The daily work of answering reference questions, providing information for university departments, and assisting in-person researchers continues to grow at LUCASC. Email continues to be the main point of contact for reference questions and research appointments. Overall, the number of inquiries received via email and telephone were down slightly, however the number of in-person researchers increased significantly.

Class Sessions

The number of classes visiting Archives & Special Collections increased significantly during FY23, resulting in a new record of 37 classes with 646 attendees. Sessions began in July 2022 and continued through June 2023. The university archivist worked with faculty members to redesign several of the class sessions and to select materials for them, focusing on active engagement with the materials by students. Research and Learning librarians assisted with four of the class sessions. Class sessions at LUCASC included multiple sections of UCWR, Theology, and Fine Arts classes. The following list highlights the diversity of classes using the collections.

- Institute of Pastoral Studies
- History 397
- History 300
- History 410
- Social Work 812
- English 390
- English 457
- English 478
- English 300
- Theology 107
- Theology 281
- Theology 318
- Theology 191
- UCWR
- French 277
- Fine Arts 271
- Fine Arts 202
- Fine Arts 349
- Fine Arts 351
- Arrupe History 101
- Arrupe History 102
- Honors 216
- Nursing 513
- Jesuit Novices



Outreach

Outreach continued on a limited basis during the year, with the focus more on exhibits than events. This was due to limited staffing at LUCASC. Exhibits were displayed in the standing cases outside of the Donovan Reading Room and the former St. John's Bible case near the standing cases. During FY23, the LED lights in the cases began going out and one of the transformers blew out. As the current lights and transformers are original to the cases and close to approximately 15 years old, Facilities will be replacing all the lights and transformers. Social media continues to be part of the outreach program at LUCASC although posting slowed down during the academic year.



Exhibits during the year included one in the Donovan Reading Room for the installation of Loyola's new president, Dr. Mark C. Reed. This exhibit highlighted student activities and the histories of the various colleges and schools of Loyola. Exhibits in the cases outside of the Donovan Reading Room included one highlighting students for the start of the school year; one featuring books on Christmas from the rare book collection; and one featuring the work of Scott Stantis, editorial cartoonist for the Chicago Tribune.

"That is SO awesome! I promote Loyola and the library every chance I get. I am immensely proud of our relationship. This exhibit just confirms my affection." Scott Stantis, January 2023

Maitland's *History of London* (1756) and the drawings of Brazilian rainforest plants by Margaret Mee were highlighted in the book display case.

Events hosted at LUCASC included the annual Halloween Open House in October, which had 27 visitors. The staff of Campus Ministry visited to learn about the Loyola Archives & Special Collections and to see some of the rare book collection, while Loyola's pre-Modern Working Group visited to see the items digitized as part of the Peripheral Manuscripts Project.

Social media continues to be an outreach tool for the department, with some notable changes. In 2022, the department's Facebook page was retired due to changes at Facebook, leaving Twitter as the main social media tool. In 2023, the evaluation of new tools to replace Twitter began. Beginning in FY24 the department will switch to Instagram and Threads as the social media tools of choice.



Special Projects



Visit by Loyola's new President

On January 12, 2023, the Loyola Archives & Special Collections welcomed Loyola's new president Dr. Mark C. Reed and special assistant Dr. George Trone. They spent an hour with the university archivist discussing the programs, work, and collections at the Archives & Special Collections. Loyola history and items from the Jesuitica collection, including the first edition *Spiritual Exercises*, were on display for them to view.

"Dr. Reed asked me to extend his gratitude for the overview and tour you provided for he and George Trone...He was very impressed with the collection." Kate Peterson, February 2, 2023

Follett Faculty Scholar

Fall semester marked the first visit to the archives by Quinlan School of Business Follett Faculty Scholar, Dr. Katherine Sredl. Dr. Sredl used the processed portion of the Follett collection.



Visiting Scholar

March 2023 saw the return of Dr. Marjorie Lorch, professor of Neurolinguistics at Birkbeck, University of London, to Special Collections. Dr. Lorch researched and created a digital exhibit about Fr. Vincent V. Herr, S.J., a long-time faculty member of Loyola's Psychology department. The exhibit is available online at <http://libapps.luc.edu/digitalexhibits/s/herr-psychology/page/herr-home>.



"My visit to create a digital exhibit on the life and work of Vincent V. Herr, S.J. has been extremely rewarding and successful. Throughout my visit the project was greatly facilitated by the expertise of the University Archivist Kathy Young who provided excellent training and guidance. I hope that this exhibit provides an interesting and valuable showcase for this significant Loyola faculty member from the mid-20th century and brings his research to the wider community." Marjorie Lorch, PhD, March 20, 2023



Peripheral Manuscript Project

The Loyola Special Collection's participation in the Peripheral Manuscript Project continued as the materials digitized at Indiana University Libraries were retrieved. University Archivist Kathy Young worked with Dr. Ian Cornelius of the English Department, and one of the Principal Investigators of the project, on an article pending publication in *Manuscript Studies*.

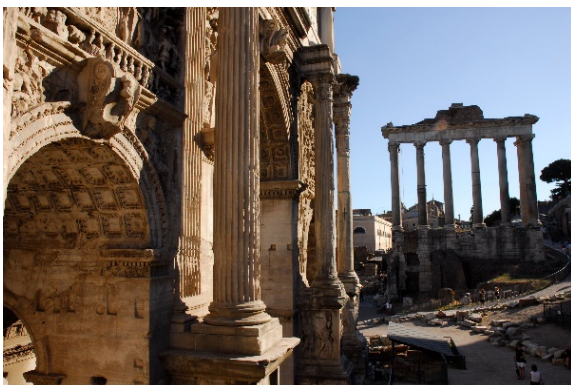
Follett Family Visit

In September 2022, Robert Follett visited the Loyola Archives & Special Collections with his daughters Kathy and Jean. They discussed the history of the Follett family, the company, and their relationship with the Family Business Center at the Quinlan School of Business, and saw where the Follett collection is housed.



Lakota Peoples Law Project

Archives & Special Collections staff continue to work with Library Systems, Dr. Michael Schuck from IES, and members of the Lakota Peoples Law Project to create a digital archive of video and photographs. Students continue to work with the materials in Mukurtu while library staff works on ways to make the archives public.



Anthony Boccaccio Italy Archive

In fall of 2022, Anthony Boccaccio delivered his Italy archive containing 50 years of photographs to the Loyola Archives & Special Collections. This archive began in 1970 when he was attending the Rome Center and was the photographer for the yearbook. While at the Lake Shore Campus, Mr. Boccaccio was the guest speaker at a Library event where he spoke about his work as a photographer. The Loyola Archives & Special Collections is working with Library Systems to ingest the collection and make it publicly available.

Jesuit Novices Visit

In June, the Archives & Special Collections hosted a visit of 65 Jesuit Novices on campus for their summer course. The novices engaged with a number of items from the Jesuitica collection covering different geographical regions and time periods. The star item, of course, was the first edition of the Spiritual Exercises.



“Thank you again for the outstanding experience with rare books from the history of the Society of Jesus. The group continues to talk about the experience, especially the copy of the Spiritual Exercises and the early Catalog of the Mexican Province.” Drew Kirschman, S.J., June 25, 2023

User Stories

“Thank you so very much for once again taking time out of your SATURDAY to share your expertise with our doctoral students. Your knowledge and passion for history and the archives is inspiring. Clearly evident this time we tried to wrap up your session a number of times however there were many ‘just one more question’ that arose.” Dr. Lisa Skemp, School of Nursing, May 25, 2023

“My class and I send a big thank you for sharing your expertise and hospitality for our visit last Wednesday! The students’ written work showed their amazement at handling the materials, and they continued to share stories when their [sic] were back in class on Friday – positively glowing about their experiences.” Dr. Rebecca Ruppap, Department of Fine and Performing Arts, February 13, 2023

“I wanted to thank you, again, for all your help for the library session for my Introduction to Religious Studies class. I’m so grateful for the opportunity to get them out of Mundelein and interacting with such a rich collection of manuscripts and facsimiles for class. It makes the class so much better.” Dr. Mark Lester, Department of Theology, October 17, 2022

“Please accept my sincerest thanks for welcoming Arrupe college history students into the Special Collections and University Archives on Friday, Nov. 18th...students always enjoy this visit; especially their viewing and handling of rare books, maps and other artifacts, as well as the behind-the-scenes tour of the archivists’ work areas and storage facilities in the spaces of the original Cudahy Library...several of them from each section shared with me their favorite aspects of their visit while other’s asked several follow-up questions of me after their visits. Thank you for sparking their curiosity about the past and the importance of preserving it.” Dr. Rene Luis Alvarez, Department of History, Arrupe College of Loyola University, November 28, 2022

“Thank you so much for hosting my class at the archives. The students raved about their experience & the documents you pulled for us. How wonderful was it to get to hold & thumb through that copy of the Exercises too!” Daniel P. Rhodes, ThD., Institute of Pastoral Studies, July 29, 2022

"Thank you so much taking time to meet with the SOWK 821 students and being so generous with your resources and expertise. We all gained knowledge and training from spending time with you in the archive." **Dr. Brian L. Kelly, School of Social Work, October 1, 2022**

"Thank you for sharing your time and expertise with our class. It was amazing!" **Dr. Kathy Cummings, Teilhard de Chardin Fellow, Hank Center for Catholic Intellectual Heritage, History 300 D/Fall 2022**

Comments from History 300 D students:

"It was so fantastic spending time with you & learning about the archives." Christina
"Thank you so much for hosting us last week! It was an incredible learning experience!" Luke
"I was amazed seeing the special collections and I am terribly grateful for this experience." Cecilia

"Thank you so very much for hosting us in the archives! Our visit was everything I had hoped for and more." Katie

Staff

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

- Digital Preservation Committee
- Discovery/Primo Committee
- Committee assignments working group
- Search committee for Assistant University Archivist

University Service

- Center for Textual Studies and Digital Humanities advisory committee

Professional Service

- Chicago Collections – content committee member
- Research Group on Manuscript Evidence
 - Consult for Delmas Foundation grant for the organization's archives
 - Task Force member for Delmas grant
 - Named associate of RGME

Student Staff – Oral History Graduate Assistant

Kate McGranahan, MA in Public History candidate

Kate joined the archives staff as an intern on the Nursing History project and stayed as the Oral History Graduate Assistant.

Appendices

Appendix A: Acquisitions

Category	% Change	FY23	FY22	FY21	FY20	FY19
# of Acquisitions	17	34	29	19	16	29
# of Linear Feet	(11)	142.33	158.25	235.63	84.41	119.41
# of Dissertations/theses	(11)	119	133	111	128	126
Electronic records received (MB/GB/TB)		1TB + 150MB	41MB	24.5GB	91.6GB	200GB
Archive-It Yearly Total Data (GB)	(66)	218.4GB	655.6GB	780.56GB	986.7GB	410GB
Archive-It Yearly Total Documents	(36)	9,612,974	15,044,217	15,025,184	12,976,803	11,457,687
Archive-It Total Documents 2014-Current	9	74,665,544	68,424,901	56,197,432		
Archive-It Total Data 2014-Current	0	3.7TB	3.7TB	3.4TB		

Appendix B: Catalog Records

Category	% Change	FY23	FY22	FY21	FY20	FY19
Original Archival	5	5	0	0	9	37
Original Book	(43)	13	23	10	9	17
Copy book	48	123	63	8	62	44
Other materials	0	0	0	0	41	54
Records fixed	2600	27	1	0	16	11
Item records added	77	16	9	1	33	53
# of call numbers	(154)	5	39	5	14	11
# of bound-withs	4	4	0	0	0	54
# reclassified	122	136	61	0	16	0
Total	67	329	196	24	174	216

Appendix C: Processing

Category	% Change	FY23	FY22	FY21	FY20	FY19
LFT Processed	44	30.25	21	0	28	83.71
# new Finding Aids	133	7	3	0	10	42
#Legacy Finding Aids Converted	166	8	3	0	0	7
# Finding Aids fixed	0	0	0	0	0	0

Appendix D: Digital Collections

Category	% Change	FY23	FY22	FY21	FY20	FY19
<u>Omeka</u>						
Views	(4)	27,370	28,648	31,695	31,695	30,053
Unique Views	(6)	21,718	23,007	25,792	24,339	23,332
<u>*Archive-It</u>						
Views	56	1,000	641	3,231	2,373	6,905
Unique Views	(6)	937	998	2,926	1,767	4,636
<u># Rare Books Digitized</u>	(100)	0	22	64	0	0
<u>Preservica</u>						
Views	(5)	54,288	56,939	46,299	9,214	N/A
Unique Views	(4)	39,557	41,091	31,370	6,718	N/A
Downloads	(92)	3,901	51,761	67,262	17,027	N/A
Additions	(97)	641	23,064	16,780	2,493	N/A
<u>**Jstor Open Collections</u>						
Views	0	550				

*Archive-it stopped using Google Analytics as of July 1, 2023 due to the change to Analytics 4 and privacy issues.

** Jstor Open Collections participation began in December 2022.

Appendix E: eCommons

Category	% Change	FY23	FY22	FY21	FY20	FY19
Loyolan	(22)	1,261	1,623	2,448	1,134	831
Dentos	(34)	2,754	4,200	3,043	1,753	1,245
Stritch Yearbooks	(13)	575	661	489	407	288
St. Ignatius Collegian	(48)	239	460	438	402	266
Loyola Magazine	(69)	16	52	151	23	14
Illinois Catholic Historical Review	(56)	279	640	434	417	659
Rome Center Yearbooks	(55)	3,366	7,557	3,043	3,103	2,089
College of Commerce Yearbooks	(28)	120	167	163	100	61
Total	(44)	8,610	15,360	10,209	8,38	5,453

Appendix F: Research & Reference

Category	% Change	FY23	FY22	FY21	FY20	FY19
LUC Phone Calls	(38)	30	49	66	81	122
External Phone Calls	(51)	31	64	24	61	54
E-mails	(10)	1,731	1,917	1,489	812	787
Letters	0	1	1	1	0	0
On-site Researchers	109	92	44	5	73	110
ILL	0	0	0	0	0	0
Total Internal	(17)	335	404	197	408	474
Total External	(7)	1,550	1,671	1388	619	599
Total Research Inquiries	(9)	1,885	2,075	1,585	1,025	1,073
# of Classes	95	37	17	1	27	23
# of Presentations	25	4	3	2	5	3
# of Attendees	92	656	345	50	663	523
Total	7	2,590	2,420	1,635	1,690	1,580

Appendix G: Oral History Project

Transcriptions:

1. Carolyn Tang Kmet
2. Linda Tuncay Zayer
3. David Eitz
4. Theodore Karamanski [both]
5. Chris Peterson
6. Pamela Ambrose
7. Jackie Anderson
8. David Andrews
9. Kathleen Getz [both]
10. Elizabeth Jones-Hemenway
11. MaryAnn Noonan
12. Phil Nahlik
13. Elizabeth Tortorello-Nelson

Interviews:

1. Carolyn Tang Kmet
2. Linda Tuncay Zayer
3. Kevin Stephens
4. Chris Mattix
5. Steve Watson
6. Margaret Callahan
7. Regina Conway-Phillips
8. Roz lasillo

Appendix H: Goals

In FY21 the Loyola Archives & Special Collections created a 5-year strategic plan based on the university's new plan. Specific objectives and strategies were created to guide the department's work. A review of these objectives and strategies will be conducted at the end of each fiscal year and an update on accomplishments provided.

FY23 Goals & Accomplishments

Strategic Plan

The Loyola Archives & Special Collections has outstanding collections and dedicated personnel, but inadequate resources. LUCASC will prioritize its needs, improve resources, and create collaborative partnerships to carry out its mission. While certain local, national, and global constituencies consider the resources at LUCASC invaluable, the department generally has a low profile in the Loyola University Libraries and the rest of the university. This plan sets forth objectives to build on existing collaborations both in and out of the university and to raise local, national, and global awareness of LUCASC and the cultural heritage resources it is responsible for maintaining and making available to scholars.

Collections, Access & Description

LUCASC's collections are what differentiates the department from the University Libraries and other Special Collections at Loyola. The department includes University Archives, Special Collections, Congressional Archives, and the Rare Book Collection. Increasing access, revising and improving description, preserving, and expanding the collections in all formats are the major priorities of LUCASC.

Objectives

- Revise description used at LUCASC for inclusivity and accessibility
- Acquire materials in defined areas to support teaching and learning
- Acquire materials documenting Loyola University Chicago history, specifically focusing on the history and stories of diverse students, staff, and faculty
- Process and preserve current holdings according to archival standards
- Increase digital access to materials

Strategies

- Analyze, review, and revise descriptions for finding aids, catalog records, digital collections, etc., to be inclusive & accessible – *Ongoing for legacy description. All new description is to follow new processing and description guidelines.*
- Review and revise processing manual, including guidelines for revised description – *Completed*
- Develop taxonomy with diverse and inclusive terminology to be used for description – *Ongoing. Taxonomy now includes approximately 100 terms.*
- Review and revise templates for finding aids and processing plans – *Completed*

- Target areas for growth based upon teaching and learning use – *Ongoing. Next steps include survey of collections to determine strengths and weaknesses.*
- Prioritize processing university records – *Ongoing. Current work includes Law School records.*
- Prioritize amplifying the voices of diverse students, staff, and faculty found in university records – *Ongoing priority is to uncover diversity in collections as they are processed.*
- Prioritize reviewing, revising, and uploading legacy finding aids - *Ongoing*
- Collaborate with internal and external partners on digital projects - *Ongoing*
- Expand collaboration with Library Systems, School of Environmental Sciences, and the Lakota Peoples Law Project on digital archives projects - *Ongoing*
- Increase awareness at the university about transferring all records – physical/electronic/audio-visual – to the university archives on a consistent schedule - *Ongoing*

University Strategic Plan Objectives Supported

- Care for whole person
- Extraordinary Academics & Research
- Global Connection
- Care for our world

Programs & Services

LUCASC staff provides numerous services to the Loyola community and other researchers, working in collaboration with faculty, staff, students, local and national consortia, and others. Programs help raise awareness of the department in the University Libraries and the university in general. Developing new programs and services and collaborating with faculty and others on such programs will help raise the profile of LUCASC.

Objectives

- Increase usage of LUCASC by classes and researchers
- Develop innovative opportunities for primary source research at LUCASC –
- Support research on and add to knowledge about Loyola’s Jesuit heritage

Strategies

- Develop innovative instruction activities for teaching about inclusivity/diversity/racism/inequalities, etc., by collaborating with teaching and library faculty members and the Institute for Racial Justice
- Collaborate with faculty on innovative class projects and/individual student projects – *Ongoing. Worked with THEO 107 faculty to improve student experience working with materials.*
- Collaborate with faculty on digital and other exhibits highlighting Loyola’s Jesuit heritage – *Ongoing. Exploring Scalar as platform for such exhibits.*

- Develop innovative, funded, research fellowship open to Loyola and non-Loyola researchers – *Ongoing with development of Follett visiting scholar program.*
- Collaborate with Library Systems to develop new and innovative tools for use on projects by students, staff, faculty, and other collaborators
- Assess collaboration with Research and Learning on instruction sessions and developing digital teaching collections – *Ongoing. Worked with R & L on several instruction sessions during FY23.*

University Strategic Plan Objectives Supported

- Care for whole person
- Extraordinary academics & research
- Global connections
- Care for our world

Staff & Funding

LUCASC has a dedicated staff of two full-time library faculty who manage approximately 15,000 linear feet of archival collections and over 21,000 volumes in the Rare Book Collection. This staffing level increased from one full-time staff member to two in 2007. The operating budget has not changed in approximately 10 years and there is limited funding for purchasing additions to the rare book collection. In order to continue growing the collections, programs, and the ability to work collaboratively on projects, innovative and creative opportunities for staffing and funding are required.

Objectives

- Increase funding to support the work of LUCASC
- Increase funding for acquiring, conserving, and digitizing items for the collections
- Creatively develop funding to support innovative research fellowships
- Add innovative assistantships to staff in the areas of inclusion and diversity
- Increase the number of student assistants, both graduate and undergraduate, working at Special Collections
- Increase the diversity of student assistants working at Special Collections, both in terms of backgrounds and the variety of departments at the university

Strategies

- Collaborate with library administration to increase operations budget for LUCASC
- Collaborate with library administration and others to acquire more funds for purchasing items for collections
- Create innovative assistantship/fellowship for archival inclusion and diversity to assist with developing instruction activities and programs

- Acquire funding to support assistantships/fellowships – *Ongoing for special projects.*
- Acquire funding to support research fellowship and visiting scholar – *In development with Follett gift to support visiting scholar.*
- Increase funding to support up to 4 student assistants at a minimum pay rate of \$20/hour – *Ongoing. FY24 will see 2 student workers paid at \$25/hour.*
- Revise job descriptions, advertise open positions more broadly via Handshake and other methods – *Ongoing for FY24 student worker positions.*
- Hire an equal number of graduate students and undergraduate students to work as student staff – *Ongoing. For FY24 the goal is 1 graduate student and 1 undergraduate student.*

University Strategic Plan Objectives Supported

- Care for whole person
- Extraordinary academics & research
- Operational Excellence
- Care for Our world