

University Archives and Special Collections

FY03

Prepared by Kathryn A. Young

Personnel

Current

- Kathryn A. Young started on July 1, 2002, as the part-time University Archives Coordinator.
- Vance Martin joined the Archives' staff as a Graduate Assistant on September 16, 2002, and works 10 to 15 hours per week during the academic year. He is currently studying for his doctorate in Medieval History.
- Beth Myers joined the Archives' staff on May 1, 2003 as a summer Graduate Assistant. Beth is currently working on her doctorate in American History at Loyola University Chicago.
- Dorothy Hollahan, BVM, has been volunteering at the University Archives, in addition to volunteering at the Women and Leadership Archives, since May 2003.
- Aldona Salska, graduate student at the Women and Leadership Archives, has graciously created exhibits for the University Archives.

Past

- Troy Henderson joined the Archives' staff in September 2000, and left October 1, 2003 to pursue other opportunities relating to his graduate studies in history. Troy was instrumental in keeping the University Archives running after Br. Grace's death, and was extremely helpful to the new University Archives Coordinator.
- Dan Olsen joined the Archives in the spring of 2002 and left September 1, 2003 to accept a Teaching Assistantship in the Theology Department. He assisted Troy in keeping the University Archives open after Br. Grace's death.

Without Troy and Dan the University Archives would not have remained open after Br. Grace's death. They did an incredible job during a difficult period, and assisted in making the transition for the new University Archives Coordinator as smooth as possible.

- Hilary Pavlock was employed as a graduate assistant at the University Archives from September 16, 2002 to January 13, 2003. During her time at the Archives Hilary assisted in preparing the first University Archives open house held October 2002 during National Archives Week. She left to devote more time to her studies.

University Archives

Accomplishments

Br. Michael Grace's unexpected death in May 2003 left the University Archives without his guidance and knowledge, and began a transition period at the Archives. The University Archives Coordinator had to learn Loyola University Chicago history, start assessing the collections, review the administrative documentation of the University Archives, and begin re-establishing intellectual control over the Archives. While progress has been made over the past year, there is still a great deal to do, with limited staff and funding having an impact on what can be done. Many of the current projects will continue throughout the next year.

- ***Re-establishing Intellectual Control***

Re-establishing intellectual control has been the primary goal of the past year. Limited documentation exists for the policies and procedures used at the Archives and for the collection details that Br. Grace knew intimately. Several steps have been taken to re-establish intellectual control over the collections with emphasis placed on establishing physical control over the collections determined to be the most valuable.

- Shelf lists are being created for rooms 218 and 219, and stack deck D. This will enable the University Archives staff to check the physical location of collections against the locations on record. Shelf lists have been completed for rooms 218 & 219, while the shelf lists for stack deck D will be completed during summer 2003. While compiling these, each collection is physically examined for condition and processing status, and notations are made on the lists. This will assist in creating a processing plan for the University Archives.
- A detailed inventory of the autograph collection has been started and the information compiled so far has been checked against the autograph index card file. There are approximately 568 names in the autograph index card file, physical examination of files A to C alone has resulted in the compilation of 213 names.
- University Archives policies and procedures were reviewed during the past year. This review has revealed a lack of documentation for operations at the University Archives thus making it difficult for graduate assistants to administer the Archives in the absence of the University Archives Coordinator. A new operations manual is being written by the University Archives Coordinator and will outline policies and procedures for all operations at the University Archives.
- PastPerfect, an archival management software package, has been purchased for use by all the archival repositories at Loyola University

Chicago, including the University Archives. This software will enable the staff of the Archives to properly document the acquisition, accessioning, processing, and usage of collections, and make the administration of the Archives more efficient by retaining related collection records together.

- ***Acquisitions and Accessions***

The University Archives accessioned approximately 142 linear feet from July 2002 through June 2003. The majority of these acquisitions were materials from various Loyola University Chicago departments including General Council, the Law School, Campus Ministry, School of Nursing, Office of the Dean of the College of Arts and Sciences, Public Relations, and the Theology department. Other acquisitions included copies of publications using materials from the University Archives, for example “Art from many hands” by Jo Miles Schuman, includes a photograph from the Raymond V. Schoder, S.J., collection, and the HGTV program “Great American Gardens”, show 105, used a picture of Samuel Insull from the Insull Papers in the segment on the Cuneo gardens.

Notable acquisitions this year include:

- The Forrest McDonald addition to the Samuel Insull Papers, approximately 3 linear feet donated in August 2002 by Dr. and Mrs. Forrest McDonald. This donation includes several original caricatures depicting Samuel Insull and an autographed picture of Thomas Edison with an inscription to Samuel Insull.
- The B.G. Gross Papers, approximately 30 linear feet donated on October 23, 2002, by Mrs. Doris Gross. B.G. Gross was a composer, psychologist, and Loyola University faculty member. He composed much of the original music used by Loyola University Chicago for ceremonies and special occasions. These papers include music scores, recordings or music and programs, program notes, research and reports.
- The Edward W. Kelly Papers, approximately 1 linear foot donated on January 29, 2003, by the archivist for the Arlington County Public Libraries, Arlington, Virginia. Edward W. Kelly graduated from Loyola University Chicago in the mid 1920's. While a student at Loyola University Chicago he and a roommate worked their way to India on steamers. These papers include letters between Edward W. Kelly and his future wife, and scrapbooks about his trip to India.
- The Senator Arthur L. Berman Papers, approximately 30 linear feet donated May 30, 2003, by Senator Berman. Senator Arthur L. Berman (retired) represented the Rogers Park, Edgewater, and surrounding areas in Springfield, IL, for thirty years. These papers include research files,

photographs, videos, and artwork, and mainly deal with school reform in Illinois.

- ***Processing***

Limited processing of collections has taken place during the past year because of the emphasis placed on re-establishing intellectual control over the collections. As intellectual control is regained, it will be easier to determine which collections are priorities for processing. Some notable collections that have been, or are being, processed include:

- The Senator Arthur L. Berman Papers, approximately 30.5 linear feet
- The CISCA Collection, approximately 6.75 linear feet
- The 108th Medical Unit Collection, approximately .25 linear feet
- The Charles Doyle, S.J., Papers, approximately .75 linear feet

- ***Reference Activities***

Handling reference inquiries has been a daily activity at the University Archives. A total of 486 inquiries were received during the past year with the majority of inquiries being by telephone, in person, or via e-mail. The average time spent handling each request ranged from a matter of minutes for a question with readily available answers to several hours for questions requiring more research among the collections. Among the more notable reference requests this year were inquiries from the Catholic Church Extension Society, Eddie Siebert, S.J., the Lincoln Project, the Chicago Bears, Alumni Services, various researchers using the Insull Papers, and a researcher interested in locating information on a musical written by Alan Sherman and performed at Loyola University Chicago in the late 1940s or early 1950s.

- Staff of the Catholic Church Extension Society visited the University Archives in March 2003 to look at materials for possible use in an exhibit for the upcoming 100th Anniversary of CCES. CCES also sent a photographer to photograph *Extension Magazine* covers to be used in an upcoming calendar celebrating the 100th Anniversary.
- Eddie Siebert, S.J., of Loyola Productions, used the University Archives photograph collection in April for a documentary celebrating the Chicago Province's 75th Anniversary.
- The Chicago Bears requested a photograph showing George S. Halas at the groundbreaking for the George S. Halas, Jr., Sports Center. This photograph was used in a community brochure.

- The Papers of Abraham Lincoln project requested information about documents written by or to Lincoln located in repositories around the country. The University Archives has one Lincoln document.
- Alumni Services requested information on materials from the classes of 1953, 1963, 1978, 1993, and 1998 to provide information for Reunion Weekend 2003. A list of materials pertaining to these classes was compiled and sent to Marty Lane and Nicole LeDuc at Alumni Services. Marty and Nicole visited the University Archives several times to look at the materials and select which ones to be used for their project.
- Several researchers made use of the Samuel Insull Papers. One researcher continued previous work on the Insull Papers while a researcher from Greece contacted the University Archives for information on Samuel Insull's time in Greece and his assessment for modernizing Greece.
- A researcher interested in a musical written by Alan Sherman and performed at Loyola University Chicago contacted the University Archives in June for information. The only available information on the play was an article found in the 1951 *Loyola News*.

- ***Exhibits***

The University Archives' staff created three exhibits during the past year.

- **“Details Make the Masterpiece--Brother Michael Grace and the University Archives: 1978-2002”**, created by Troy Henderson and Dan Olsen, was a tribute to Br. Grace. It was displayed in the University Archives' display case from July 2002 through December 2002.
- **“Are you interested in theatre?”** created by Kathy Young and Aldona Salska, highlighted the Carrigan Theatre Collection. It went on display December 2002 using scanned copies of colorful theatre portraits and playbills to demonstrate the breadth and depth of the theatre collection at the University Archives.
- **“Reunion Weekend 2003”** was created by Aldona Salska and was displayed in the cases on the main floor of Cudahy Library from June 6th to June 9th, 2003. Aldona highlighted events from the reunion class years of 1953, 1963, 1978, 1993, and 1998. Marty Lane and Nicole LeDuc from Alumni Services expressed their appreciation for the wonderful work Aldona did on the exhibit.

- ***Special Events***

This past year the University Archives participated in National Archives Week by holding the first annual Archives Open House on October 23rd and 24th, 2002, a two-day event designed to encourage the Loyola University Chicago community to use the Archives for research. Various collections were highlighted including the theatre collection, the Imogene King Papers, the Samuel Insull Papers, and the Arthur Kellner, DDS, Collection. Exhibits included photographs from the funeral of John F. Kennedy, the filming of “Flatliners” on the Lake Shore Campus, the affect of World War II on Loyola, and lantern slides. The open house was well attended, attracting 42 visitors in two days.

- ***Other***

- **Mold Cleanup:** The mold cleanup on stack decks D and C has been completed. When the mold was first discovered in July 2002 every effort was made to segregate the infected materials and slow down the advancement of the infestation. All materials on stack deck D were inspected. Those items showing mold (mainly bound volumes) were placed in boxes lined with mold resistant plastic and moved to the “quarantined” area. Unboxed items were boxed to prevent infestation. On stack deck C infected areas were noted and watched carefully. With the completion of mold cleanup, the items removed from their original areas on stack deck D will be re-shelved in their correct locations. Both stack deck D and C will be watched carefully for indication that the mold is reappearing.
- **Conversion of room 218:** In order to provide more security for the collections of the University Archives, room 218 is being converted to the official researcher’s room. To date all university publications previously located in room 219 have been moved into room 218, and the Kane Collection has been transfered to room 219. The file cabinets containing the biographical files, finding aids, and vertical file materials have been moved to room 218. A photocopier transferred from the Women and Leadership Archives has been installed in room 218. The lock on room 218 has been re-keyed, as has the lock to the door between room 218 and room 219. All of these changes will provide greater security for the collections.

Rare Books

Accomplishments

- ***Rare Book Inventory***

Inventorying the Dewey rare books has started with the assistance of Patricia Xia and Yvonne Damien. Patricia created a Dewey rare books report for stack deck C and the rare book room (room 219). Yvonne has checked the rare books on stack deck C against this report and has noted books found, books missing (approximately 20), and books not listed on the report (approximately 50). Yvonne is currently searching the rare book room in 219 and other stack areas in an attempt to track down the missing books. The card catalog will be searched for records for the books not included on the report. These books will then be listed for a future cataloging project. Upon completion of the inventory for stack deck C, Yvonne will begin inventorying the rare books in room 219. After the inventory of the Dewey books is finished an inventory of the LC books will be undertaken.

- ***Rare Book Cataloger***

The University Archives Coordinator located a rare book cataloger at the Newberry Library who was willing to catalog the rare book backlog at Loyola University Chicago on a contractual basis. The University Archives Coordinator placed the head of cataloging at Cudahy Library and the rare book cataloger in contact with each other leading to the successful cataloging of the rare book backlog.

- ***Other***

The University Archives Coordinator sorted through the boxes left by the former rare book cataloger to determine which books belonged with the rare books and which books, if any, had already been cataloged. Approximately 25 books to be added to the rare books were discovered. These books have been placed in room 219 until they can be cataloged.