

University Archives and Special Collections FY 05

Prepared by Kathryn A. Young, University Archivist

Personnel

Kathryn A. Young, University Archivist, July 2002 to current

Tim Lacy, Graduate Student Assistant, August 2003 to January 2005

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Accomplishments

The past year has been a busy one for the University Archives. Not only did the University Archivist handle her usual duties at the University Archives, but in addition she served as the Interim Director of the Women and Leadership Archives. Despite splitting time between these positions, and handling the many challenges that arose at the Women and Leadership Archives, there were many significant accomplishments at the archives during the year in the areas of intellectual control, acquisitions and accessions, processing, reference, and special projects. These accomplishments are reflected in the 21% increase in research requests handled by the University Archives staff. Internal Loyola University Chicago requests went up 63% from 188 requests in FY04 to 306 in FY05; external requests decreased by 2% from 335 in FY04 to 329 in FY05. The majority of information requests came in the form of email and in-person visits, with an increase of 86% in email requests (from 120 in FY04 to 223 in FY05) and a 49% increase for in-person requests (From 134 in FY04 to 199 in FY05).

Intellectual Control

- **Past Perfect** – During the past year usage of Past Perfect has been increased at the University Archives, especially for accessions. Formatting for entries has been standardized so that information is entered in a consistent manner. The University Archives now has a total of 258 accession records in Past Perfect. All new accessions are entered into the database while previous accessions are input when time permits. There are now records ranging from the 1980's through 2005, with accession information for major collections such as the Samuel Insull Papers and the National Catholic Interscholastic Basketball Tournament Records being among the older records entered into the database. In addition to the accession records, 5 finding aids have been entered into the archives module of Past Perfect. Among those entered are the Samuel Insull Papers, the National Catholic Interscholastic Basketball Tournament (NCIBT) Records, and the Granger Westberg Papers. These specific finding aids were chosen to be a test project because their differing lengths would help determine the level of description that to be included in future entries. The NCIBT finding aid was entered completely because no other computer record for the finding aid could be located.
- **Catholic Church Extension Society (CCES)** – Finding aids for the correspondence of individual diocese from approximately 1906 to 1960 were reformatted into one comprehensive finding aid. This will make it easier for researchers to locate and use materials. An inventory for the CCES photograph collection of churches in the United States has been created. This inventory has 4,360 entries for churches from Alabama to Wyoming.

- **Autograph Collection** – An inventory of the autograph collection has begun. This inventory will provide the University Archives with much needed control over and access to this valuable collection.
- **Policies and Procedures Manual** – Ongoing. Much of the rough draft of the policies and procedures manual for the University Archives has been completed.
- **Re-organization of rooms 218 & 219, and Deck D** – Due to the sudden move of the Women and Leadership Archives and the Mundelein College Archives to University Archives space in March of 2005, the original plans for re-organizing storage space had to be cancelled. Room 218 has become the office and reading room for the University Archives while shelving from the Women and Leadership Archives space in Sullivan Center was moved into room 219. At the end of June 2005 the collections of the Women and Leadership Archives and Mundelein College Archives were moved to their permanent home in Piper Hall where they are stored on compact shelving, thus leaving much needed shelving for University Archives use. Room 219 is now archives stacks with a small work area for students. Physical and intellectual reorganization of materials between room 219 and deck D will be resumed.

Acquisitions and Accessions

- **60 accessions totaling 230.5 linear feet** of material came in to the University Archives during FY 05, an **increase of 184%** from FY04.
- **Notable accessions include:**

School of Dentistry Records, Incorporation papers of the Chicago Dental Infirmary, 1883
Office of the President Records, 1993-2001, 4.5 linear feet
Vice President of Student Affairs Records, 1974-2002, 4.25 linear feet
Office of Public Affairs Records, 1983-2004, 6.5 linear feet
Faculty Administration Records, 1974-2002, 12 linear feet
School of Social Work Records, 1931-2003, 27.5 linear feet
Graduate School Records, 1982-2004, 19 linear feet
University Libraries Records, 1975-2004, 5.0 linear feet
School of Law Records, 1981-2004, 27 linear feet
History Department Records, 1955-2005, 9.5 linear feet
School of Business Records, 1990-2004, 2.75 linear feet
Robert Broderick Papers, 1930-1990, 15 linear feet
John McKenzie Papers, 1950-1990, 43 linear feet
Samuel Insull Papers, .02 linear feet
Granger Westberg Papers, 1930-1999, 1 linear foot
Ann Solari-Twadell Papers, 1977-2001, 2.5 linear feet

- **Theses & Dissertations** – 122 theses and dissertations were added to the official university repository. This reflects a 57% decrease from FY04.

Processing

Due to moving the Women and Leadership Archives and Mundelein College Archives collections and staff to the University Archives, time and space available for processing collections was reduced significantly. Approximately 26 linear feet of materials were processed and made available for researchers. Among those collections now available to researchers are:

- Fr. James J. Mertz materials from Public Affairs, 1 linear foot
- Rome Center Records, 10 linear feet
- Public Relations Records, 3 linear feet
- Granger Westberg Papers, 2.5 linear feet
- Christine L. Fry Papers, 1 linear foot
- Frederick P. Manion, S.J., Papers, 2.25 linear feet
- History Department Matteo Ricci Symposium Records, 1.5 linear feet
- People's Gas Light and Coke Co. Records, 1.75 linear feet
- CISCA Collection, 2.59 linear feet

Reference

Providing reference services is a daily activity at the University Archives, one which both the University Archivist and student assistants handle. A total of **635 reference requests**, 306 internal and 329 external, were handled from July 2004 through June 2005, a **21% increase** from FY04. There was an 86% increase in the number of email requests and a 49% increase in the number of on-site researchers. Internal requests rose by 63% from FY04 while external requests fell by 2%. Thirty three requests regarding rare books were received, and there was a 28% increase in the number of web page visits. Once again, the most requested collection was the Samuel Insull Papers, with several authors continuing to work on manuscripts. Other reference requests included the National Catholic Interscholastic Basketball Tournament; history of the Physics department; information on the late Queen Alia al'Hussein of Jordan who attended Rome Center from 1967 to 1968; and information on Loyola history.

Records Management

The University Archivist played a key role in establishing a records retention schedule for the University by working with the Vice President in charge of establishing a records management program at Loyola University Chicago. The University Archivist helped draft the records retention schedule, determined what records needed to be sent to the University Archives, suggested that each department have one person designated as the records management contact, made presentations at two general information sessions (one at Water Tower Campus and one at Lake Shore Campus), and made a presentation to the Law School faculty on records management. In addition, the University Archivist created a section on the University Archives web site containing information on the records management program, the records retention schedule and necessary forms; consulted for several departments on which records should be sent to the archives; and started a newsletter to keep the Loyola community in touch with the University Archives and the records management program.

Exhibits

The previous exhibit, "From St. Ignatius to Loyola University Chicago, 1870-1929" was changed January 2005 to highlight items in the Dorr E. Felt collection. This display is entitled "Early

Aviation – Clippings from the Dorr E. Felt Collection” and includes early designs for airplanes as well as newspaper articles showing success and failure in crossing the Atlantic and the Pacific oceans. Preliminary plans were made to start creating on-line exhibits in FY06.

Other Projects

Staff at the University Archives was involved in several other projects during the past year.

- **Science Library move** – Staff of the University Archives assisted in tagging books at Cudahy Library to be moved to the storage facility; theses and dissertations were cleaned in anticipation of moving them to the storage facility, an event that did not happen; and rare books on Deck C were cleaned in anticipation of moving them to Deck D in order to create more room for oversize books on Deck C.
- **The University Archivist was also the interim director of the Women and Leadership Archives from July 1, 2004 to May 2005.** During this time she organized and moved the WLA and Mundelein College Archives to the University Archives in 4 days. This involved re-arranging space and furniture at the University Archives; packing approximately 1,100 linear feet of archival collections and reference materials for moving; working with Hallett to move shelving and collections Sullivan Center to the University Archives; and unpacking the materials and providing reference services for WLA and Mundelein College Archives. Beth Myers, Lucy Robins, and Aldona Salska provided tremendous assistance on this project. Without their help, it is doubtful things would have gone as smoothly as they did.
- **Move to Piper** – Organized the move of the Women and Leadership Archives and Mundelein College Archives from the University Archives in Cudahy Library to their new home in Piper Hall. This involved making sure that the reading room/office space and stack area in Piper was ready; physically re-organizing and numbering parts of the WLA and Mundelein College Archives collections so that they would be transferred to Piper in order; working with Sister Ann Ida Gannon, BVM, to figure out how the Mundelein College Archives should be placed over at Piper; and generally serving as a consultant for Carolyn Farrell, BVM, director of the Gannon Center for Women and Leadership, and Ed Sirtoff, the architect in charge of renovating Piper Hall.
- **AJCU Archives Project** – Member of the steering committee created by the directors of AJCU Libraries to design a digital project involving all AJCU archives. A preliminary telephone conference was held in May to talk about the project and to start planning a two day workshop/conference to be held at Marquette at the end of September.

Comparative Yearly Statistics 1998 to 2005

	% Change	FY05	FY04	FY03	FY02	FY01	FY00	FY99
Phone Calls – LUC	(6%)	102	109	95	152	220	372	302
Phone Calls – External	(38%)	96	156	156	218	348	602	467
E-mails	86%	223	120	98	117	102	84	65
Letters	(36%)	9	14	11	38	17	17	32
On-Site Researchers	49%	199	134	127	190	196	218	237
ILL	(14%)	6	7	No data	No data	No data	No data	No data

<i>Total Internal Requests</i>	63%	306	188	No data	No data	No data	No data	No data
<i>Total External Requests</i>	(2%)	329	335	No data	No data	No data	No data	No data
<i>Total Research Inquiries</i>	21%	635	523	486	714	882	1292	1102

Web Page Hits	149%	18,867	7592	4273	2131	569	818	684
Web Page Visits	28%	3,604	2813	No data	No data	No data	No data	No data
Number of Accessions	97%	59	30	44	23	34	28	39
Linear Feet	184%	230	81	142	47	55	115	74.5
Dissertations and Theses	(57%)	122	281	277	75	213	257	90