

University Archives and Special Collections  
Annual Report FY 08

By Kathy Young, University Archivist  
July 9, 2008

FY08 was another busy one at the University Archives, as demonstrated by the 62% increase in the amount of reference inquiries (email, telephone, letter, and in-person) received. While usage by members of the Loyola community increased, researchers from the public continued to be an important audience for the University Archives and Special Collections. Perhaps the most notable occurrence for the past year happened in April when both the Center for Public Service and the University Archives and Special Collections received visits from Fr. Garanzini. At the Center for Public Service he was shown the Rostenkowski and Hyde displays as well as the storage area with the Rostenkowski papers. At the University Archives and Special Collections he was shown 218, 219, and the rare book room. At both places he noted that more room was needed.

Staff made significant progress on several long-term projects, namely the rare books inventory, creation of catalog records, and the redesign of the website, in addition to handling special projects that arose through out the year. Relationships continue to develop with University departments, especially with University Marketing and Communication, Development, and Special Events, which has contributed to the increase in usage as well as the increase in records transferred to the archives. Departments that had not previously transferred records to the University Archives, such as Athletics, were reminded about the records retention policy in anticipation of future moves which may result in records being sent to the University Archives. Over all, the University Archives staff looks forward to an even busier and more productive FY09 by building on the progress made during this past year.

Following are some of the highlights for FY08. See the comparative yearly statistics chart, 2002-2008, for further details.

### ***Intellectual Control and Access***

#### **➤ University Photo Collections**

Work has started on restoring the order of the existing photo collections and integrating new photographs, negatives, and slides into the collections. When finished, the collections will be arranged alphabetically by subject once again; go from general to specific within subject; and will be arranged chronologically within subject where possible. New folders and subject headings will be used and multiple folders on the same subject, but with different headings, will be consolidated when necessary. A new subject guide will be created for the photograph collections and all staff will be retrained on using the collections.

#### **➤ Rare Books**

The inventory for deck E has been re-checked and compilation of books in the collection on E but not on the inventory has begun. The possibility that some of the books not on the inventory, but which have bar codes, might be in Pegasus has been discussed with Ewa Laska in cataloging. It is possible that these volumes are not showing up in the catalog because they do not have item records. Strategies for checking this have been discussed and will be pursued as time and staffing permits.

#### **➤ Catalog Records**

Nine (9) records have been added to OCLC and Pegasus. These include records for the office of the President; the Garraghan, Filas, Mertz, Delanglez, and Jacobsen papers; the Granger Westberg papers; and the St. Ignatius Diarium volumes, a.k.a. the Vice President

diaries.

➤ **Finding Aids**

The process of reformatting finding aids into PDF's for addition to the website has begun and will continue as time permits. Two factors have slowed this work – 1) information on many of the legacy finding aids needs to be checked and / or expanded upon, and 2) some of the legacy finding aids are only available as hard copies, which requires that an electronic copy be made before conversion to PDF. During FY08 11 PDF versions of finding aids were added to the University Archives' website, thus bringing the total of finding aids available online to 20. Staff has also started investigating the possibility of creating EAD finding aids.

➤ **Shelf List**

A new master shelf list for deck D has been created which shows the location of all collections on deck D as well as available space to store collections. This shelf list is continually updated as collections are accessioned and moved onto deck D.

➤ **Website**

The University Archives and Special Collections website is currently undergoing its first major update in several years. The collections page has been reorganized to present information on the university division/department, individual, or organization for each collecting area. This information will help researchers put the information into context. Finding aids that have been converted to PDF format are located under the appropriate university division/department or other collecting area. The Loyola history page has been revamped and includes a new chronological listing of past university presidents with pictures and highlights from their administrations and an updated historical chronology that includes more images from the University Photo Collections. The links section has been updated and now includes links to the AJCU photo project and the Newberry Library recent acquisitions page that highlights the joint purchase made with the Loyola libraries.

➤ **Procedural Change**

With the approval of the Provost and Provost's Cabinet, a procedural change for handling institutional records has been made. Previously offices had the option of restricting records for a specific period of time. Most offices, however, fail to set time limits for the restriction. The new procedure states that all institutional records are restricted for 20 years from the date they arrive at the University Archives. After 20 years the records will be reviewed and either opened or restricted another 10 years, if necessary. During this time the records will be available to the president and his staff, the officers of the university, and the creating department. Other researchers will need the written permission of the creating department to view the records.

## ***Acquisitions***

During FY08 the University Archives received 232.15 linear feet of materials, down 50% from the 468 linear feet received during FY07. However, the FY07 acquisitions included the Henry J. Hyde papers, which accounted for 330 linear feet. Not including the Hyde papers, FY08 saw a 68% increase over FY07 in the amount of material acquired for the collections. The

majority of materials came via donation by individuals and organizations while the number of records transferred by university departments increased slightly. Of special note is the second joint purchase of a Jesuitica item in cooperation with the Newberry Library.

### **University Records**

Approximately 84 linear feet of records were transferred by university departments to the University Archives during FY08. The highlight of those received were 15 volumes (3.0 linear feet) of scrapbooks and photograph albums documenting St. Ignatius College/Loyola University Chicago history from 1880 to 1917. These volumes were left anonymously at the library for inclusion in the University Archives. Among the transfers were records from

- |                                                             |                  |
|-------------------------------------------------------------|------------------|
| ➤ St. Ignatius College/Loyola University records, 1880-1917 | 3.0 linear feet  |
| ➤ Staff Council, ca. 2003-2006                              | 2.75 linear feet |
| ➤ Student Affairs, ca. 1929-1986                            | 4.25 linear feet |
| ➤ University Libraries, 1985-2000                           | 12.0 linear feet |
| ➤ Development Office, 1965-20005                            | 3.5 linear feet  |
| ➤ Theatre Department, 1961-1999                             | 4.5 linear feet  |
| ➤ President's office, 2002-2007                             | 3.0 linear feet  |
| ➤ Mission and Ministry, 2004-2007                           | 3.0 linear feet  |
| ➤ Mary Nowesnick, UMC, ca. 1990-2005                        | 32.5 linear feet |
| ➤ Raymond C. Baumhart, S.J., 1970-1999                      | 8.0 linear feet  |
| ➤ Thesis and Dissertations                                  | 233 volumes      |
| ➤ Loyola Oral History Project                               |                  |

#### *Rome Center*

9 interviews were added to bring the total number of interviews for this portion of the project to 36

#### *Law School*

Oral history interviews for the Law School began during the spring of 2008. So far, 16 interviews have been conducted with faculty, staff, and alumni.

### **Manuscript Collections**

The University Archives and Special Collections received approximately 142.14 linear feet of papers and records from individuals and organizations during the past year. These included:

- |                                                                                                                                                                                   |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| ➤ National Catholic Aids Network (NCAN) records, 1981-2006                                                                                                                        | 22.0 linear feet |
| The University Archives received the NCAN records after the organization was dissolved in August of 2007. These records span the length of the organization's history.            |                  |
| ➤ Hanns Gross papers, 1960-2005                                                                                                                                                   | 17.7 linear feet |
| Hanns Gross was a professor emeritus in the History department. These papers include some of his course materials as well as his personal research in the area of German pietism. |                  |
| ➤ Helen Gorecki, M.D., papers, 1909-1980                                                                                                                                          | 1.0 linear foot  |
| Helen Gorecki was an early graduate of Loyola's medical school and the valedictorian of her class. The Gorecki papers include information on her practice as well as her          |                  |

valedictorian speech.

- James and Dorothy Cox papers, 1924-2001 7.0 linear feet  
James and Dorothy Cox were both employees at the Loyola University Libraries. James served as the director of the libraries in the 1960s and Dorothy was the head of Lewis library. These papers include information about the Loyola libraries in addition to other activities pursued by James and Dorothy.
- Insull Family papers, 1930-1938 3.4 linear feet  
These papers were donated by a gentleman who had been hired to clean out the Insull family home after the death of Insull III. They are a sampling of the correspondence, photographs by Insull Jr., and family films that had been kept by the family.
- Catholic Church Extension Society records, ca.1970-1990 40.5 linear feet  
These records pertain to buildings (chapels, CCD centers, multi-purpose buildings, etc.) built or renovated with monetary support from CCES. They contain applications, correspondence, and photographs.
- SERRA International records, ca. 1930-2005 23.0 linear feet  
Sent by the historian for SERRA International, these records include information on past presidents, international sections, and conventions.
- Imogene King, RN, papers, ca. 1937-2007 16.5 linear feet  
The last addition to the Imogene King, RN, papers, acquired after Dr. King passed away in December of 2007.

## **CPSA**

One addition to the Henry J. Hyde papers was received in July of 2007. This addition consisted of 6.0 linear feet of campaign and giveaway materials including umbrellas, bobble head dolls, posters, information on voting patterns, and congressional directories.

## **Newberry Library Joint Acquisition**

During FY07 the Loyola University Chicago libraries participated in its first joint acquisition with the Newberry Library, a purchase that added several important Jesuitica pieces to both collections. The following were purchased in FY07:

- *Recueil A-Z*. [Fontenoy, Luxembourg, Brussels, Amsterdam, 1745-1762]
- *Pyramide dressée devant la porte du palais a Paris* (dating probably from the eighteenth century)
- Joseph Nicolas Lombard. *Theses ex universa philosophia* [Reims, 1738]
- *Typus Religionis. Estampe du tableau dans l'église des ci-devant soi-disans Jesuites de Billon in Auvergne, d'an 1762*. Copper engraving. [Paris, 1762]

In FY08 the partnership between the Loyola University Chicago libraries and the Newberry Library lead to another joint acquisition, this one from Helmut H. Rombler, of another engraving of the *Typus Religionis* [Netherlands, c. 1570-80], this one being the pro-Jesuit version. The acquisition of this item has lead to discussion of an exhibit featuring all the acquired items, the original painting, and other Jesuitica items from both the Newberry and Loyola's collections.

## **Processing**

63.25 linear feet of records were processed during FY08, an increase of 803% over FY07. This increase can be contributed to the addition of a graduate student assistant to the University Archives staff, several interns who completed projects at the Archives, and several processing projects completed by staff members. The following collections were processed during FY08:

|                                      |           |                  |
|--------------------------------------|-----------|------------------|
| ➤ CCES                               |           |                  |
| John J. D'Arcy Estate records        | 1922-1956 | 1.5 linear feet  |
| General Correspondence records       | 1929      | 3.25 linear feet |
| Teen Contest records,                | 1945-1955 | 1.0 linear foot  |
| ➤ Edward L. Surtz, S.J. papers       | 1930-1983 | 1.5 linear feet  |
| ➤ Peter T. Swanish, Ph.D., papers    | 1921-1971 | 11.0 linear feet |
| ➤ Vincent V. Herr, S.J., papers      | 1905-1971 | 14.0 linear feet |
| ➤ Gilbert J. Gallagher, S.J., papers | 1868-1942 | 1.5 linear feet  |
| ➤ NCAN records                       | 1981-2006 | 23.5 linear feet |
| ➤ Rostenkowski papers, 1958-1995     |           |                  |
| Speeches                             | 1959-1994 | 6.0 linear feet  |

## **Reference**

A total of 1001 reference requests were handled at the University Archives from July 2007 through June 2008. This was a 62% increase over the amount of reference requests handled during FY07. There was an 87% increase in the number of requests handled for Loyola students, staff, faculty, and administration, 705 as opposed to 377 handled in FY07; and a 17% increase in the number of requests handled for researchers from outside the university, 296 as opposed to 253 in FY07. The majority of reference requests came via email, 562 (146% increase), while 231 telephone requests were received (31% increase), and 201 researchers visited the archives in-person (10% decrease). Among the more notable requests were a researcher from Poland using some of the Polish rare books; a professor from the University of London who came in to examine the text and printing of a play in the rare book collection; several administrators from DePaul University who came to discuss setting up a records management program; and Tom Haney from the Law School who researched the history of the Law School for its upcoming centennial.

The University Archives continues to develop relationships with University departments in an effort to establish a reputation as the place for administrators and staff to obtain accurate historical information about the University and individual departments. This effort has lead to a continuing relationship with University Marketing and Communications as University Archives staff frequently verifies facts and provides photographs for stories and brochures. Other departments that have started using University Archives services more frequently include Human Resources, College of Arts and Sciences, School of Business Administration, Development, Special Events, President's office, and Alumni Relations.

## **Outreach**

### ➤ **Records Management Program**

Departments have been reminded that the records management program is still in effect

and that records are to be transferred to the University Archives. Each department has been provided with new copies of the records retention schedule as well as copies of the University Archives brochure. Contacting departments with reminders about the records retention schedule happens yearly.

➤ **Exhibits**

Several exhibits were created this year for the archives' display case, the standing display cases on the main floor, and the display cases in the Information Commons. Exhibits during FY08 included:

- *Standing Display Cases*  
Jesuits and the Sciences  
Helen Gorecki, M.D. (For Women's History Month)  
English Plays and Commentary from the Rare Book Collection  
Banned or Challenged Books from the Rare Book Collection
- *Archives Display Case*  
Photographs by Samuel Insull Jr.  
Images from the SIC/LUC "Treasure Trove"  
Display highlighting the collections for Archives month
- *Information Commons*  
Summer Reading suggestions from the Rare Book collection

➤ **Publications**

The University Archives and Special Collections were mentioned in several articles in Loyola publications throughout the year. *Loyola Magazine* carried stories about the co-purchase of Jesuitica items with the Newberry Library as well as a story about the St. Ignatius College/Loyola University Chicago records left on the doorstep of the library. *Inside Loyola* also carried a story about the records left at the library.

➤ **Open Houses**

Two open houses were held during the academic year, one in October and one in January. The October open house was held on 2 days and attracted people from outside the libraries, most notably people from the Special Events department and the School of Social Work. Various collections were highlighted by displays; information on the collections and using the archives for research were available; and tours of the archives and rare book room were conducted.

➤ **RMDT 401 class**

An introduction to archives session was held for members of the RMDT Documentary Analysis class from the School of Education in March. This session was to encourage students to become familiar with an archives and what to expect when using an archives for their research.

➤ **LEAP**

For the second summer in a row University Archives and Special Collections participated in the libraries' portion of the LEAP program. This year's task was to choose one of the

items in the display case and come to the archives to acquire more information about it. The items students had to choose from included the christening bottle for the USS Loyola Victory, the Sword of Loyola presented to George S. Halas, and the plaque from the Brandeis Competition held by the Law School.

➤ **Chicago Metro History Fair**

Approximately 10 Chicago Public School students visited the archives while several more called or emailed for information pertaining to the 1963 NCAA basketball championship team for Chicago Metro History Fair projects. One of the students won the competition at her school and went on to the district competition.

## ***Special Projects***

➤ **AJCU Archives Project**

The University Archives has contributed approximately 54 images plus metadata to this project. In August 2007, the archives hosted a meeting of AJCU archivists working on the project to discuss issues that had arisen while working on it. The meeting was attended by archivists from Loyola-Baltimore, Georgetown, Canisius, Santa Clara, Creighton, Loyola-Chicago, Marquette, Holy Cross, and Loyola-New Orleans.

➤ **Center for Public Service Archives**

Revised deed of gift for Rostenkowski papers so that it is more in-line with the deed of gift for the Hyde papers.

On November 29, 2007, Henry J. Hyde passed away. University Archives staff set up a display of items from the Hyde papers to be filmed for a piece on CLTV, and worked with UMC to verify facts, answer questions, and provide images.

In December 2007, staff created an exhibit to highlight the Rostenkowski and Hyde collections for the Information Commons open house. This exhibit was on display in the Center for Public Service area of the Information Commons.

In January 2008, University Archives staff helped plan and supervise the move of the Rostenkowski papers from the Water Tower Campus to the Center for Public Service Archives. Previous to this staff inspected the area to make sure that it was ready to receive papers.

A proposal for an oral history project based on the Hyde and Rostenkowski collections was written and submitted to the IRB for approval. Approval was received in January of 2008 for the project.

In April volumes and memorabilia from the Rostenkowski and Hyde collections were placed in cabinets in the CPS reading room and in the display cabinets leading up to the area.

➤ **Loyola History Project**

University Archives staff continued to provide high quality images and verify facts for

the upcoming history book, to be available September 2008.

➤ **Information Commons, Quiet Reading Room**

By request of Fr. Garanzini, theses and dissertations from the University Archives collection were placed in the cabinets in the Quiet Reading Room. Theses and dissertations from 1950 through 1960 were moved to this shelving. These volumes not only have the most decorative lettering, they also show the transition from volumes not having the degree on the spine to those that do include the degree.

➤ **University Publications and Events**

The University Archives contributed images for several University publications created for University events during FY08. Most notable were contributions to the Madonna Della Strada Chapel rededication booklet, for which the University Archives provided images of the groundbreaking construction of the chapel, and the memorial booklet for John Felice. In addition, the University Archives provided images of Jesuits and B.V.M.'s for the celebration held by the Loyola Jesuit Community in honor of the 175<sup>th</sup> anniversary of the Sisters of Charity of the Blessed Virgin Mary (B.V.M.).

## **Staff Changes**

*Zoe Magierek*, an MLIS student in the Graduate School of Library and Information Science at Dominican University, began volunteering at the University Archives on June 19, 2008.

*Laura McDowell*, a graduate student in Public History, started as a graduate assistant at the University Archives in March 2008.

*Maria Reynolds*, a doctoral candidate in History, joined the staff of the University Archives in October 2006 as the Loyola Oral History Project graduate assistant. Since joining the staff she has researched the history of the Rome Center and Law School, and has added 52 oral history interviews (36 for the Rome Center and 16 for the Law School) to the collection. Maria received a fourth-year scholarship for FY09 and resigned her graduate assistant position for the Oral History project effective June 30, 2008.

*Aurelia Saintain*, a student from the University of Burgundy, Dijon, France, a library student, did a joint internship with LUMA and the University Archives during the summer of 2007. Aurelia spent July and August at the University Archives researching several of the incunabula volumes for further details on the publication and authors. This information will eventually be included on the University Archives' website.

*Adam Yoksas*, a doctoral student in Political Science, joined the University Archives as a graduate assistant at the University Archives in September 2007. He tendered his resignation in November 2008.

### University Archives and Special Collections Comparative Yearly Statistics 2002 to 2008

|                                         | <b>%<br/>Change</b> | <b>FY08</b> | <b>FY07</b> | <b>FY06</b>    | <b>FY05</b>    | <b>FY04</b>    | <b>FY03</b>    | <b>FY02</b>    |
|-----------------------------------------|---------------------|-------------|-------------|----------------|----------------|----------------|----------------|----------------|
| <b>Phone Calls<br/>– LUC</b>            | <b>38</b>           | 135         | 98          | 124            | 102            | 109            | 95             | 152            |
| <b>Phone Calls<br/>– External</b>       | <b>23</b>           | 96          | 78          | 87             | 96             | 156            | 156            | 218            |
| <b>E-mails</b>                          | <b>149</b>          | 562         | 226         | 228            | 223            | 120            | 98             | 117            |
| <b>Letters</b>                          | <b>-22</b>          | 7           | 10          | 9              | 9              | 14             | 11             | 38             |
| <b>On-Site<br/>Researchers</b>          | <b>-10</b>          | 201         | 215         | 205            | 199            | 134            | 127            | 190            |
| <b>ILL</b>                              | <b>-100</b>         | 0           | 3           | 5              | 6              | 7              | <i>No data</i> | <i>No data</i> |
| <b>Total Internal<br/>Requests</b>      | <b>87</b>           | 705         | 377         | 426            | 306            | 188            | <i>No data</i> | <i>No data</i> |
| <b>Total External<br/>Requests</b>      | <b>17</b>           | 296         | 253         | 232            | 329            | 335            | <i>No data</i> | <i>No data</i> |
| <b>Total<br/>Research<br/>Inquiries</b> | <b>62</b>           | <b>1001</b> | <b>630</b>  | <b>658</b>     | <b>635</b>     | <b>523</b>     | <b>486</b>     | <b>714</b>     |
| <b>Number of<br/>Accessions</b>         | <b>32</b>           | 49          | 37          | 58             | 59             | 30             | 44             | 23             |
| <b>Linear Feet</b>                      | <b>-50</b>          | 232.15      | 468         | 219            | 230            | 81             | 142            | 47             |
| <b>L FT<br/>Processed</b>               | <b>803</b>          | 63.25       | 7.0         | <i>No data</i> | <i>No data</i> | <i>No data</i> | <i>No data</i> | <i>No data</i> |
| <b>Dissertations<br/>and Theses</b>     | <b>32</b>           | 233         | 177         | 266            | 122            | 281            | 277            | 75             |