

University Archives and Special Collections Annual Report FY 07

By Kathy Young, University Archivist
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Academic year 2006-2007 was another busy one at the University Archives. Usage of the archives by both the Loyola community and external researchers remained consistent with the previous year and several projects were initiated or continued, including the re-emergence of the Loyola University Chicago oral history project, the continuing participation of the archives in the AJCU archives pilot project, and manual count of the rare books collection. Staff continues to provide departments such as University Marketing and Development with research assistance and photographs, and to assist other departments in transferring their records to the archives. There was a 114% increase in the amount of material acquired during FY08, due in large part to the arrival of the Henry Hyde papers; reference activities remained strong throughout the year; and staff continues to work on upgrading access to archival and rare book collections while increasing the intellectual control over both to better serve researchers. See the comparative yearly statistics chart, 2001-2007, for further details.

Highlights

Intellectual Control and Access

- **University Photo Collection** – A new identification system was created for all photograph collections including the general photographs; portraits; Bryant; Dyba; Kane; Biestek; Schoder; Loyola Academy; Marguerite Drury; Catholic Instruction League; Kellner; Dagenais; and Walkowicz collections, to facilitate the use of photos in digital projects. The need for a new system was recognized as staff worked on the AJCU archives pilot project and discovered inconsistent (or nonexistent) ways of naming and numbering photo collections. The new system uses the first 2 or 3 letters of the collection name, subject or existing number, and the number the photo is in the subject area. For example, a picture of Cudahy library might be lgcudahy88 while a picture from the Bryant collection might be bry-pa-1-2. This system will help staff quickly locate and identify the correct photo requested by researchers. Staff members have started to renumber collections according to the new system.
- **Re-organization of room 219 and deck D** – Presidents' records have been moved from deck D into room 219, which in turn has created more room for theses and dissertations on D. Location cards, accession cards, and finding aids are being updated to reflect changes.
- **Rare Books** – The manual inventory of room 220 and deck E rare books has been completed with a total of 11, 402 volumes being counted and a report listing rare books by classification section has been compiled to assist in future collection development. A list of books on the shelves in room 220 which are not in Pegasus, but for which there are shelf cards, has been compiled and given to the head of monograph cataloging for future discussion about creating catalog records for Pegasus. In addition, a list of missing books has been given to the Catalog Maintenance Coordinator with a request to look for these volumes as they go through books stored in LSF. Archives staff will also look in LSF and other places for missing books as time permits.

- **Catalog Records** – Archives staff has begun creating catalog records for OCLC and Pegasus. Five collection level records have been added to OCLC and Pegasus. These records are linked to PDFs on the University Archives website.
- **Past Perfect** – Staff continues to add brief catalog records to and standardize previous entries in Past Perfect in anticipation of making the database publicly available. The University Archives currently has 1,160 accession records and 1,042 brief catalog records in Past Perfect.

Acquisitions

The University Archives received 468 linear feet of materials during FY07. While the majority of acquisitions came via record transfers from University departments, some notable collections came from alumni, faculty, and outside organizations.

- **Henry Hyde papers**, ca. 1970-2006, approximately 330 linear feet. The University Archives is overseeing the acquisition and processing of the Hyde papers, which will be part of the Center for Public Service Archives.
- **Catholic Church Extension Society records**, approximately 12 linear feet. These records include information and photographs on church buildings for which CCES provided funds. These buildings are primarily in the South and Southwest. An addition to the CCES records already at the University Archives.
- **Chicago Public School Teachers Oral Histories**, ca. 1989-1993, 2.25 linear feet. These oral histories were conducted by faculty member Janet Nolan, Ph.D.
- **Imogene M. King papers**, ca. 1937-2005, 10 linear feet. A former faculty member of the Niehoff School of Nursing, these are an addition to King collection already at the University Archives.
- **Sylvia Alvino papers**, approximately 45 linear feet. A School of Education alumnus, Alvino donated her papers pertaining to her dissertation on Chicago school education reform.
- **Susan Mayer papers**, ca. 1963-1966, approximately .25 linear feet. Noteworthy in this collection is the 33 1/3 LP recording of the 1963 NCAA Championship game that Ms. Mayer donated in response to the request for materials that ran in issues of *Loyola Magazine*.
- **Loyola University Chicago Oral History Project records**, 2006-2007, approximately 1.0 linear foot. The University Archives has added 27 interviews with administrators, faculty, and alumni of the Rome Center through this project.
- **Theses and dissertations** – 177 theses and dissertations from 2005 and 2006 were added to the University Archives collection.

Processing

Approximately 7.0 linear feet of records were processed during FY07. This included 4.0 linear feet of Catholic Church Society records and 3.0 linear feet of Francis J. Rooney papers.

Staff involvement in several projects, plus the absence of a graduate assistant, limited the amount of time available for processing.

Reference

A total of 630 reference requests, 377 from Loyola students, staff, faculty, and administration and 253 from external patrons, were handled at the University Archives from July 2006 through June 2007. Reference requests were received via email (226), telephone (176), and in-person (215). Several international requests were received pertaining to rare books and archival collections from Germany, the United Kingdom, Mexico, China, and Canada.

Outreach

- **University Archives Brochure** - A new brochure for the University Archives has been printed and is being passed out to departments.
- **University Records** – University offices and departments are being contacted to remind them to transfer non-current records to the University Archives. Offices contacted so far include the General Council, Provost, President, and Registrar.
- **Exhibits** – Exhibits in the University Archives display cases on the 2nd floor are now being done quarterly to bring attention to the collections. Exhibits done during the past year include one on the history of Cudahy Library; women students at Loyola University Chicago; and the School of Law’s participation in the Brandeis competition. Exhibits have also been done for the standing display cases on the main floor, including one using various memorabilia from the Insull collection.
- **LEAP** – For the first time the University Archives participated in the library’s instruction period for LEAP students by providing students with the opportunity to come to the University Archives in search of information pertaining to the Norton mural in the reading room, thus exposing them to special collections.

Special Projects

- **AJCU Archives Project** – The initial phase for the AJCU archives project will be finished September 1st. University Archives staff have contributed 50 images with descriptive metadata to this project. In addition, the University Archives will be hosting an AJCU archives meeting during the 2007 Society of American Archivists conference in Chicago to discuss the project.
- **Center for Public Service Archives** – University Archives staff have been involved in the acquisition and inventory of the Henry Hyde papers, the processing of the Rostenkowski papers, and the creation of displays for events.
- **Loyola Oral History Project** – Re-established in 2006, the Loyola Oral History Project is an ongoing effort to document the University’s history through interviews of administrators, staff, faculty, and alumni. The Rome Center portion of this project is almost complete and the fall of FY08 will see the start of the process to document the Law School. Twenty-seven interviews have been added to the oral history collection as a result of this project and four of them have been transcribed.
- **Black Metropolis Research Consortium** – The University Archives has compiled a list of collections containing information on African-Americans in Chicago at both the

University Archives and Women and Leadership Archives as part of its contribution to the consortium.

- **Loyola History Project** – The staff of the University Archives continues to assist on the Loyola History Project by providing research assistance and high quality scans of photographs for the book.

Staff Changes

Rebecca Hyman joined the staff of the University Archives as a full-time Archives Associate in October 2006. Since joining the staff Rebecca has taken over responsibility for accessioning materials; provided reference services through phone, email, and in-person; learned to process; and has made many good suggestions for improving the numbering system for photograph collections and tracking statistics. In addition, she is now responsible for processing the Catholic Church Extension Society records.

Maria Reynolds 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 has added twenty-seven interviews with administrators, staff, faculty, and alumni to the oral history collection. The project will focus next on the Law School in anticipation of its 100th anniversary.

**University Archives and Special Collections
Comparative Yearly Statistics 2001 to 2007**

	% Change	FY07	FY06	FY05	FY04	FY03	FY02	FY01
Phone Calls – LUC	20	98	124	102	109	95	152	220
Phone Calls – External	10	78	87	96	156	156	218	348
E-mails	.87	226	228	223	120	98	117	102
Letters	11	10	9	9	14	11	38	17
On-Site Researchers	5	215	205	199	134	127	190	196
ILL	40	3	5	6	7	No data	No data	No data

<i>Total Internal Requests</i>	12	377	426	306	188	<i>No data</i>	<i>No data</i>	<i>No data</i>
<i>Total External Requests</i>	9	253	232	329	335	<i>No data</i>	<i>No data</i>	<i>No data</i>

***Total
Research
Inquiries*** **4 630 658 635 523 486 714 882**

	% Change	FY07	FY06	FY05	FY04	FY03	FY02	FY01
Number of Accessions	36	37	58	59	30	44	23	34
Linear Feet	114	468	219	230	81	142	47	55
Dissertations and Theses	33	177	266	122	281	277	75	213