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Loyola University Chicago Archives & Special Collections

FY2011-2012 Annual Report

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Introduction

During fiscal year 2012 Loyola University Chicago Archives & Special Collections staff continued to make great strides in increasing access to collections while at the same time working on special projects, acquiring more records and collections, supervising interns and volunteers, and promoting the use of the archives and rare book collections. Total research inquiries went up 14% over FY11 with a significant increase coming via inquiries by members of the Loyola community – faculty, staff, and students. The number of acquisitions increased by 26% (137.0 linear feet), and the number of items in digital collections increased by 141% to 1,355. Following are some of the main accomplishments of the 2012 fiscal year.

Access

Access continues to be the primary focus of the archives and special collections department. Staff continues to add catalog records for archival collections and rare books to OCLC and Loyola's online catalog Pegasus. Finding aids continue to be placed online as PDF files while awaiting conversion to EAD files and the creation of a CSS delivery system so that they can be placed online. In addition legacy finding aids continue to be reformatted although at a slower rate than the creation of new finding aids. New digital collections continue to be created and additional items have been added to existing collections. The digital collections are bringing Loyola's collections to a global audience with item views from places such as the Russian Federation, Canada, France, Romania, Italy, Chile, Netherlands, China, Mexico, Brazil, Jordan, and Japan. Following are some of the accomplishments from the past year:

Catalog Records

- Thirty-eight (38) new catalog records have been added for archival collections bringing the total of collections represented in OCLC and Pegasus to 131. Among the most recently cataloged items are 15 scrapbooks from the "Miscellaneous Scrapbook" collection of approximately 60 scrapbooks. These scrapbooks are being cataloged individually in order to provide the best possible access to their contents.
- One hundred and nineteen (119) records have been added to Pegasus for the rare book collection. The majority of these records were for the books in the Michalak collection thus completing the cataloging of the books that have been received to-date from Tom and Jo-Ann Michalak.

Finding Aids

- Seventeen (17) finding aids were created during the year, bringing the total number of finding aids for collections to 127. One hundred thirteen (113) are now available online with several more finding aids waiting to be put online. Ashley Howdeshell, associate archivist, continues to encode existing finding aids in EAD so that several will be ready when there is a system available to deliver them online. Finding aids for the audio-visual, publications, and legislative series in the Rostenkowski papers have been completed.

Digital Collections

- During FY12 1,341 items were added to the digital collections in CONTENTdm. New collections for the Catholic Church Extension Society Chapel Wagons, Chapel Boats, and General Photographs have been added as has a Loyola University Chicago Photograph collection. The number of items added break down as follows:
 - Schoder – Ancient Egypt: 112 items
 - Schoder – Far East: 43 items
 - Schoder – Ancient Rome: 162 items
 - Schoder – Ancient Greece: 243 items
 - Chapel Cars: 109 items
 - Jesuitica: 1 item
 - Photographs: 221 items, including 2 fully digitized photo albums
 - CCES Motor Chapels: 58 items
 - Blackacre: 347 items which together represent several fully digitized issues of Blackacre, the Law School student newspaper.
 - CCES Photo Collection: 36 items

In addition, archives staff has started to experiment with digitizing rare books, one of which has been added to the Jesuitica digital collection (Tianzhu jiangsheng chuxiang jingjie), and three additional volumes which have yet to be put online.

Acquisitions

358.92 linear feet of records and papers were added during the FY12, an increase of 62%. This reflects the addition of several large collections including the remaining Dental School records; Dean Jack Wall, School of Social Work, records; Health Sciences Library records; and the Melville Steinfels papers. Approximately 301 volumes of the History of Medicine collection from the Health Sciences Library were added to the rare book collection. These large acquisitions have significantly reduced the amount of storage area available for Archives & Special Collections, a situation which, along with the environmentally unsuitability of the current storage areas, will need to be addressed within the next 5 years, if not sooner. Notable acquisitions during FY 12 include:

History of Medicine collection	301 volumes
Insull papers addition	3.0 linear feet
Jack Wall records, School of Social Work	14.5 linear feet
Dental School records	97.5 linear feet
Health Sciences Library records	37.5 linear feet
Student Affairs/Student Organizations records	18.0 linear feet
R. A. Scotti papers	1.5 linear feet
Melville & Margaret Steinfels papers	75.0 linear feet
Suzanne Gossett, Ph.D., papers	9.0 linear feet
Cuneo papers	25.75 linear feet

In addition, the area rug from former Congressman Dan Rostenkowski's Washington, D.C., office was received and will be installed in the Congressional Archives reading room.

Processing

During FY12 approximately 360.85 linear feet was processed, a decrease of 18%. Approximately 228 linear feet of the Rostenkowski papers were processed at the Congressional Archives while 132.85 linear feet were processed at the Archives & Special Collections. The increase in the amount processed at the Congressional Archives reflects the efforts of the Political Papers Archivist to finish the Rostenkowski papers while the decrease in the amount processed at the Archives & Special Collections reflects the choice of larger and more complex collections for processing thus requiring more time to be spent on them. Some notable collections processed during the past year include:

SERRA International records	61.86 linear feet
Thomas Sheehan, Ph.D., papers	12.18 linear feet
Suzanne S. Gossett, Ph.D., papers	6.67 linear feet
Catholic Church Extension Society records	
o Financial records	4.0 linear feet
o Montezuma Seminary records	3.0 linear feet
o William D. O'Brien, D.D., records	2.0 linear feet

Dan Rostenkowski papers

o General	31.5 linear feet
o Golf	1.5 linear feet
o Thank Yous	5.0 linear feet
o Legislative	123.5 linear feet
o Publications	42.0 linear feet
o Audio-Visual	24.5 linear feet

Reference

Archives & Special Collections received 760 reference requests during FY12, an increase of 14% over FY11. Internal Loyola requests rose 27% from 360 to 459 requests during the year. In-person researchers overwhelmingly requested archival collections over rare books, 250 requests to 14. Three ILL requests for pages from rare book volumes were fulfilled using the Atiz BookDrive Pro scanner to digitize the pages. The Congressional Archives received no reference requests during the year.

Outreach

Social media tools, presentations, and a new brochure have been added to the traditional outreach tools used by the Archives & Special Collections department. A Facebook page was established for the department in November 2011, followed soon after by a Twitter feed and a Tumblr blog. Associate Archivist Ashley Howdeshell is in charge of these tools and updates them on a weekly basis. The use of these tools has started generating more interest in the Archives and has resulted in an increase of reference questions.

In addition to social media tools, the University Archivist conducted several presentations for classes during the past year and has worked with several faculty members on class projects. It is expected that work with faculty and classes will continue to expand during the coming year.

Exhibits continue to be a mainstay of the department. During FY12 three exhibits were created for the Donovan Reading Room in Cudahy Library:

Loyola Campus Architecture (May – November 2011)

Titanic (April – August 2012)

Melville Steinfels papers (April – August 2012)

In the cases leading to the Donovan reading room there have been 2 exhibits:

Loyola Campus Architecture (May-November 2011)

Tibet and the Dalai Lama (April – August 2012)

In the cases leading to the Congressional Archives a new exhibit on Dan Rostenkowski has been mounted.

Special Projects

History of Medicine books

Kathy Young was requested in November 2011 to consider adding some, if not all, of the History of Medicine collection from the Health Sciences Library to the University Libraries' rare book collection. Approximately 900 volumes ranging from 1685 to 1950 were selected in February 2012 and the transfer of books began in March 2012.

Library Catalog Ledger Digitization

A project to digitize the library catalog ledger of St. Ignatius College was initiated in collaboration with Dr. Kyle Roberts of the History Department. Two interns, Zorian Sasyk and Brian Molitor worked on digitizing the ledger using the Atiz BookDrive Pro and researching titles in the ledger to see if they were still owned by the library (either in rare books or the main stacks). The ledger will be placed online via CONTENTdm once the transcriptions are complete and additional interns will continue researching the books listed.

Michalak Broadside Digitization

The pilot project of digitizing the Michalak broadsides by George Cruikshank in conjunction with the Center for Textual Studies and Digital Humanities is ongoing. A number of broadsides have been digitized and will be placed online via CONTENTdm during 2012-2013.

Restoration 2014

The Archives & Special Collections department is involved in the planning of a conference to celebrate the bicentennial of the Society of Jesus restoration in 2014. The Archives and Special Collections staff will be designing and mounting an exhibit of Jesuitica in the Donovan Reading Room, providing items for an exhibit of Jesuitica at LUMA during the conference, and compiling a bibliography of Jesuitica in the rare book collection.

Loyola Oral History Project

The Loyola Oral History Project began in 2006 with a pilot project focused on documenting the history and development of the Rome Center through interviews with the founder, administrators, faculty, staff, and alumni. During FY12 twenty-four interviews were conducted with staff and alumni from the Athletic department, Dental School, and Loyola News/Phoenix. In addition, several interviews were conducted with Alumni on the topics of Student Government and activism.

Catholic Research Resource Alliance

Approximately 1,000 new records were added to the CRRRA portal, mainly in the area of Jesuitica from the rare book collection. The pilot project of adding "CRRRA" to the 599 field in catalog records was successful and has enabled the Head of Library Systems to develop a script to automatically pull records with this code and send them to CRRRA.

Loyola News/Loyola Phoenix reunion

Archives staff assisted Marty Lane and John Deutsch in gathering information, news articles, and photographs for the Loyola News/Loyola Phoenix reunion which was held in October 2011. Marty and John spent several weeks at the Archives during the summer of 2011 compiling the information. Scans of articles and photographs were provided by Archives staff for a PowerPoint display at the reunion.

Docfinity

Conversation began with ITS to implement Docfinity as a first step preservation/access solution for the electronic records arriving at and being generated by the University Archives. It is anticipated that electronic records will begin to be inputted into the system by spring 2013.

Website Conversion

The Archives & Special Collections website was converted from Serena Collage to the University's new content management system, T4, in June 2012. Plans are being made for a complete overhaul of the website with the addition of more information, EAD finding aids, and audio clips anticipated.

Jesuits @ Loyola University Chicago

During spring 2012 Archives staff assisted Marty Lane on compiling a list of Jesuits who have served at Loyola University Chicago since its inception in 1870. The main source for this information was the university catalogs.

St. John's Bible exhibit @ LUMA

In fall of 2011 Archives & Special Collections loaned several bibles for the exhibit on the St. John's Bible to LUMA. Staff worked with Jonathan Canning, Curator of the D'Arcy collection, to select bibles for the exhibit and transfer the volumes to LUMA for display.

Staffing

Permanent Staff

Kathy Young, MLIS, MS, CA, University Archivist and Curator of Rare Books

Ashley Howdeshell, MLS, CA, Associate Archivist

Ashley received her certification as a professional archivist and member of the Academy of Certified Archivists in August of 2011

Laura Berfield, MLS, Political Papers Archivist

Former Student Staff

Eric Jankowski, Graduate Assistant, Congressional Archives, November 2010 – November 2011

Eric left his position as graduate assistant at the Congressional Archives in November 2011 for a full-time job with Johnson Publishing.

Chris Barbuschak, Student worker; left December 2011

Chris left his position as a student worker at the archives in December 2011 to attend library school at Dominican University.

Current Student Staff

Melissa D'Lando, Graduate Assistant, Archives & Special Collections

Melissa joined the Archives & Special Collections department in August of 2011. She is a MA candidate in Public History.

Jack Whalen, Graduate Assistant, Congressional Archives

Jack joined the Archives & Special Collections department in January 2012. He is a Ph.D. candidate in History.

Lisa Davis, Graduate Assistant, Loyola University Chicago Oral History Project

Lisa joined the Archives & Special Collections department in August 2011. She is a Ph.D. candidate in American & Public History.

Meredith Gozo, Volunteer

Meredith joined the Archives & Special Collections department as a volunteer in Archives & Special Collections. She is a MA candidate in the English department.

Interns

Ann Marie Schneider, May – July 2012

Ann Marie is a Loyola Alumna attending library school at the University of Oklahoma. She processed a collection, helped with an exhibit, helped with field work, and digitized a book while at the archives.

Peggy Kotowski, May – July 2012

Peggy is a Ph.D. candidate in Nursing at Loyola. She processed the latest addition to the Imogene King papers.

Zorian Sasyk, January – May 2012

Zorian worked on a project to digitize the first library catalog for St. Ignatius College, which is in ledger form. He is a senior in the History department.

Brian Molitor, January – May 2012

Brian worked on a project to digitize the first library catalog for St. Ignatius College, which is in ledger form. He is a junior in the History department.

Appendix A: Reference Requests

	% Change	FY12	FY11	FY10	FY09	FY08	FY07
Phone Calls (LUC)	2	97	95	105	72	135	98
Phone Calls (External)	(26)	67	91	73	78	96	78
E-mails	4	328	316	266	311	562	226
Letters	100	2	1	3	2	7	10
On-site Researchers	59	264	166	175	111	201	215
ILL	300	3	0	4	2	0	3
<i>Total Internal Requests</i>	27	459	360	344	328	705	377
<i>Total External Requests</i>	(2)	301	309	282	248	296	253
<i>Total Research Inquiries</i>	26	760	669	626	576	1001	630
# of Presentations		5					
# of Attendees		123					

Appendix B: Acquisitions

	% Changes	FY12	FY11	FY10	FY09	FY08	FY07
# of Acquisitions	26	48	38	54	54	49	37
# of Linear Feet	62	358.92	221.02	564.3	150.39	232.15	468
# of Dissertations/theses	(49)	174	324	200	173	233	177

Appendix C: Processing

	% Change	FY12	FY11	FY10	FY09	FY08	FY07
LFT Processed	(18)	360.85	442.28	280.5	156.14	63.25	7
# of new Finding Aids	(22.7)	17	22	8	--	--	--
# of Finding Aids Converted	--	4	--	--	--	--	--
# of EAD Finding Aids created	--	5	--	--	--	--	--

Appendix D: Catalog Records

	% Change	FY12	FY11	FY10	FY09	FY08	FY07
Original Archival records	9	38	35	11	31	9	5
Original book records	(100)	0	12	--	---	---	--
Copy book records	297	119	30	--	--	--	--
Other materials	(100)	0	26				
Total	52	157	103				

Appendix E: Total Digital Collections (UA & WLA)

	% Change	FY12	FY11	FY10	FY09
Hits	173	6533213	2390647	2023670	86243
Files	32	3099858	2349272	1888375	79423
Visits	710	199375	24604	8087	720

Appendix F: Archives & Special Collections Digital Collections

	% Change	FY12	FY11	FY10	FY09
Item Views	432	150856	28369	108151	929
# of Items	141	2316	961	859	
# of Compound Objects	29	71	55	57	
# of JP2	154	2219	872	776	
# of JPG	0	26	26	24	
# of items added	1228	1355	102	859	
# of Rare Books Digitized	--	4	0		

Appendix G: Internet Archive Webpage Downloads

	% Change	FY12	FY11
Loyola	30009	7226	24
Dentos	--	2053	0
Stritch School of Medicine	46550	933	2
St. Ignatius Collegian	43400	870	2
Loyola University Magazine	--	402	0
Illinois Catholic Historical Review	363	3677	794
Chicago	666	958	125
Chicago magazine	341	128	29
McVickers	504	145	24
Doomed City	571	349	52
History of Chicago	564	219	33
Towers	--	421	0
Echo	--	89	0
Tourists Guide	606	219	31
Chicago and Its Resources	604	697	99
Total	1413	18383	1215

Appendix H: Social Media Stats

	% Change	FY12
Facebook Likes		91
Hits per Post		96
Twitter Followers		179
Blog visitors per month		56

Appendix I: Oral History Project Interviews, 2011-2012

Athletics

- | | | |
|---|------------------------|-----------|
| 1 | Mary Just | 7/19/2011 |
| 2 | Casey O'Meara-Sullivan | 8/17/2011 |
| 3 | Eddie Slowikowski | 11/7/2011 |

Dental School

- | | | |
|---|--------------------|------------|
| 1 | Anthony Gargiulo | 8/31/2011 |
| 2 | Barbara Chang | 9/14/2011 |
| 3 | Alan Kushner | 9/19/2011 |
| 4 | Frank O'Meara | 9/28/2011 |
| 5 | Sylvester Furmanik | 10/3/2011 |
| 6 | Ruth Bialek | 10/18/2011 |
| 7 | Lorette Luksha | 10/18/2011 |
| 8 | Joseph Gowgiel | 11/15/2011 |
| 9 | Alphonse Gargiulo | 11/21/2011 |

Loyola News/Phoenix

- | | | |
|----|-------------------------|-----------|
| 1 | Anne Haule | 1/24/2012 |
| 2 | Mike Pisani | 1/30/2012 |
| 3 | Mary Jane Nick-O'Connor | 2/14/2012 |
| 4 | Peter Gilmour | 3/7/2012 |
| 5 | Martin McMorrow | 4/30/2012 |
| 6 | John Braun | 6/11/2012 |
| 7 | Edward Bough | 6/15/2012 |
| 8 | Warren Busscher | 6/15/2012 |
| 9 | George Sullivan | 6/15/2012 |
| 10 | William O'Connor | 6/29/2012 |

Student Government/Activism

- | | | |
|---|-------------------------|-----------|
| 1 | Mary Jane Nick-O'Connor | 2/14/2012 |
| 2 | Thomas Hart | 2/28/2012 |
| 3 | William Spence | 3/20/2012 |

24 TOTAL (24 People/21 Interviews)

Appendix J: Oral History Project Transcriptions completed

2011-2012 Transcripts Completed (26)

Ralph Burlingham	Social Work
Cissy Pettenon	Rome Center
John Kilgallen	Rome Center
George Hostert	Rome Center
Carol Stitzer	Rome Center
Patricia Jung	Rome Center
Hugh Miller	Rome Center
Sheila Reynolds Trainor	Rome Center
James DeVoto	Rome Center
David McGuire	Rome Center
Ruth McGugan	Rome Center
Diane Geraghty	Law
Michael Cho	Law
Bill Elward	Law
Francis R Doyle	Law
Ellen O'Gallagher	Law
Shawn Mercer Dixon	Law
Barbara O'Toole	Law
Jerry Norton	Law
James Carey	Law
Robert Emmett Nolan	Law
James Faught	Law
Elaine Reich	Law
John Walsh	Law
John Tuohy	Law
Fred Barnhart	Law