



Behind-The Times

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Best wishes for the fall semester of the 1989-90 school year! We have been blessed with pleasant weather so far this term!

For several reasons this issue is long overdue. One is an accident suffered by the archivist last May which resulted in a severely broken leg. It incapacitated him for almost three months, reducing his work to almost zero.

At this time the archivist would like to express deep thanks to Valerie G. Browne, assistant university archivist, for assuming more duties in the office and her expressions of concern for recovery. Also, William Lum, undergraduate archival assistant, deserves gratitude for giving up his summer holiday to assist Valerie in the Archives and for guiding the archivist to and from the Jesuit Residence. During this walk, Willy served well as a therapist, helping the disabled person to walk again. The service you all received this past summer was ably delivered by these two people. THANK YOU!

Speaking of people, the archivist would like to introduce this year's student staff. All of them are returning archival assistants! They are: Kristin C. Condon (senior, Business), Terence P. Joyce (junior, Business), William Lum (junior, Arts and Sciences), and Margaret T. McShane (senior, Arts and Sciences). The latter observed archival procedures in Rome and other cities

of Europe last year as a student at the Rome Center. When experienced students return, it makes our task easier, more work is accomplished, and questions are answered in greater detail.

ARCHIVAL SHIPPING TIPS

Often the Archives staff is asked how to send materials to the Archives. We recommend the use of R-KIVES 725 boxes which can be procured from Central Stores. Standard sized, these boxes are of archival quality and easily transported. If they cannot be obtained, boxes approximately 12"x16"x10" in size can be substituted, such as the boxes in which bond paper is shipped. Another suggestion is to call the Archives (ext. 2661, Lake Shore Campus) to see if this office has any unused boxes on hand. To preserve the backs of University personnel and the contents of the boxes, please avoid the use of transfiles and other oversize boxes!

Other important packing tips:

1. When readying files for shipment, DO NOT remove records from file folders!
2. Pack files in the same order as they were maintained in the office.
3. Number the boxes consecutively as you fill them so that they may be maintained in the same order in the Archives.

4. Place the name of the office from which the files originated on each box.

5. Inventory the contents of each box prior to shipment. Keep one copy of the inventory in your office and send one copy to the Archives. This will ease retrieval of needed files at a later date.

ORAL HISTORY PROJECT

In the early years of this writer's tenure as archivist, he was repeatedly asked to do oral history interviews of retiring faculty and staff. He knew enough that to do interviews professionally would take more time than he or his staff had available. Thus, he waited until there was enough outside support to set the project in motion.

Several years ago, this support came when the History Department began to offer a graduate course in oral history [History 483] every fourth semester. One of the assignments for each student in the class is an oral history interview. Since 1985, using suggestions of the archivist, the teacher has assigned as interviewees long-time University employees as well as recently retired faculty and staff.

To date, History 483 has delivered eleven oral history interviews to the Archives. Each interview package consists of the cassette(s), a transcription of the interview, and waivers signed by the graduate student and the interviewee. All three items are necessary to facilitate any research in the future.

Before the actual taped interview takes place the student does research on the person to be interviewed and then arranges a

preliminary visit to take care of the housekeeping details of the session or sessions. Following this initial meeting, the student prepares in depth the questions to be asked during the taping sessions. The actual taped interview can be of any length of time agreed upon by both parties.

After the taped interview has been completed, transcribed, and the releases signed, the teacher, Dr. Janet Nolan, donates the interview package to the Archives. The course is being offered this semester. There are ten students in the class, and that adds up to ten more interviews in the Loyola University Archives Oral History Collection!

The Archives staff is very grateful to Dr. Janet Nolan of the History Department and to Dr. Louise Kerr, formerly of the History Department and the University, for helping us provide another primary tool for researchers. Their contributions are a fine example of interdepartmental cooperation, and we hope that it continues for the duration of the life of this institution.

In addition to the interview packages generated by History 483 classes, the Archives has other oral history tapes of people who have been associated with the University which facilitate research on University topics.

The archivist hopes that this brief introduction to the university oral history collection, small as it is now, will point to another potential area of institutional history.

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A.M.D.G.