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# **Loyola University Chicago Archives & Special Collections**

*FY2012-2013 Annual Report*

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## University Archives & Special Collections

Each fiscal year the Loyola University Chicago Archives & Special Collections continues to increase 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. FY 13 was no exception to this trend. Instead, it is possible that FY13 was the busiest year at the Archives & Special Collections yet, especially in terms of classes using the archives and staff making presentations to and collection records from departments and schools. Total research inquiries went up by 18% over FY12 with a significant increase of inquires coming from Loyola faculty, staff, and students; the number of acquisitions increased by 29% although the actual number of linear feet acquired decreased; the number of items in digital collections increased by 20%; and the number of presentations by staff to classes, departments, and schools increased by 80%.

### Access

Providing access to collections continues to be the primary focus of the archives and special collections department. In order to accomplish this staff members continue to add catalog records for archival collections and rare books to OCLC and Loyola's OPAC; finding aids continue to be made available online in PDF format; new pages have been added to the website to make it easier to find collection information, specifically a new Collections A to Z page, a new Collections by Subject page, and a new section making digital resources more visible; new items continue to added to existing digital collections; and new digital collections continue to be created.

### Catalog Records

One hundred seventy-six (176) were added to the OPAC during FY13, a 12% increase over FY12. Of these, eleven (11) records were for archival collections and twenty-three (23) were original book records. The remaining one hundred forty-one (141) were copy-catalog book records.

### Finding Aids

One hundred and seven finding (107) aids were created and/or converted from legacy format and put online, an increase of 529% over FY12. Twenty-four (24) finding aids were brand new while the remaining eight-three (83) finding aids for the Schoder slide collection were converted from paper to electronic format and placed online.

### Digital Collections

During FY13 772 items were added to the digital collections in CONTENTdm. In addition, the Loyola Libraries *eCommons* now includes the *Loyolan*, the Stritch School of Medicine yearbooks, *Dentos*, the Rome Center yearbooks, the College of Commerce yearbooks, the *St. Ignatius Collegian*, and issues of *Loyola Magazine*. The number of items added to CONTENTdm collections breaks down as follows:

- Loyola News/Phoenix: 81 issues
- Loyola University Photographs: 266 items
- Blackacre: 19 issues
- CCES Photographs: 156 items

- Michalak collection: 66 items
- Century of Progress: 41 items
- Loyola History: 122 items
- CCES Unidentified Photos: 21 items

### **Archives Grid**

As of the spring of FY13 the finding aids that are online and available through OCLC as catalog records are now available in Archives Grid.

### **Acquisitions**

While the total number of acquisitions increased 29% from 48 to 62, the total number of linear feet acquired decreased 32% from 358.92 to 243.35. Not included in the total linear feet amount, however, is the amount of electronic records acquired. During FY13 the Loyola University Chicago Archives & Special Collections received 1.99 GB, 414.38 MB, and 152 KB of electronic records. Notable acquisitions for FY13 include:

- 16<sup>th</sup> & 18<sup>th</sup> century Torah Scrolls
- 65 Glass plate negatives showing the area around the Lake Shore Campus from 1908 – 1914, including the construction of Piper Hall and Dumbach Hall
- Classical studies slides, electronic records
- Papal document and other manuscripts from Classical Studies
- Chiswick Press books from Charles A. Whittingham
- Edward Gorey collection from Tom and Jo-Ann Michalak
- 213 theses and dissertations

### **Processing**

During FY13 approximately 122.05 linear feet was processed, a decrease of 43%. This decrease in the total linear feet processed corresponds to the increase in outreach and reference activities by archives staff members as well as the increase of work on special projects. Collections processed during the past year include:

- Dorr E. Felt collection – World War I 17.5 linear feet
- Dorr E. Felt collection – Railroad Strike 2.5 linear feet
- Cuneo Museum records 15.0 linear feet
- Cuneo Family Financial papers 17.0 linear feet
- Kale Williams papers 7.5 linear feet

## **Reference**

Archives & Special Collections received eight hundred ninety-three reference inquiries during FY13, an increase of 18% over FY12. Both internal Loyola and external researcher requests grew with the total number of reference inquiries being almost evenly divided (471 internal to 422 external). Once again most in-person researchers requested archival collections although the number of patrons requesting volumes from the rare book collection increased almost 372%. Five requests were fulfilled for copies of rare books or pages from rare books.

## **Oral History Project**

During FY13 the Oral History Project graduate assistant conducted seventeen (17) interviews with eighteen (18) people. This reduction in the number of interviews from the previous fiscal year results from the lack of response from faculty, staff, and alumni of the Niehoff School of Nursing and the early departure of the graduate student from the position. Interviews were acquired from alumni who worked on the Loyola News or Loyola Phoenix; faculty and alumni from the Niehoff School of Nursing; and long-time faculty members Robert Birely, S.J., Jack Corliss, and Bruce Montes.

## **Outreach**

Social media, presentations, exhibits, tours, assisting the Law Library, and participating in the I Love Loyola Libraries and the new faculty library orientation during Focus on Teaching became part of the outreach conducted by the staff of the Archives & Special Collections department. Social media outreach continues to grow through the use of Facebook and Twitter accounts. Facebook likes increased 220% during FY13 and Twitter followers increased by 118%. Blog followers decreased by 9%. The most popular posting on Facebook was the image of Melville Steinfelds painting the fresco behind the altar in Madonna della Strada. This posting was viewed 2,841 times.

Presentations to classes, departments, and schools continue to increase. During FY13 six classes learned about conducting research and what was available at the Loyola archives including Dr. Kyle Roberts' history seminar and digital history class; Dr. Steve Jone's studies in the romantic period class; Dr. Elizabeth Fraterrigo's historical methods and material culture classes; and Dr. Barbara Rosenwein's history seminar. In addition, students from Rueben Keller's environmental studies class used photographs from the archives for a class project on campus development. A presentation was made in December to the faculty of the School of Business on their records available at the University Archives at a faculty meeting. The result has been an increase records from the School of Business being sent to the university archives by staff and faculty members.

Exhibits continue to be a primary outreach vehicle for archives & special collections. During FY13 the department put up an exhibit on athletics at Loyola in the Donovan Reading Room. Associate Archivist Ashley Howdeshell worked closely with Bill Berhns from Athletics on this year-long exhibit and the department is grateful for the loan of items from Athletics. Archives staff members also worked with Pam Ambrose of the Loyola University Museum of Art on the loan of Christmas cards designed by Melville

Steinfels for an exhibit to coincide with the annual crèche exhibit. Also during the fall semester a small display was put together for the School of Communication which was premiering a documentary on veterans. This display showed the history of Loyola participants in World War I and World War II. Finally, during the spring semester a small exhibit of rare books about Jesuits in Central and South America was displayed at the Hank Center spring symposium. This exhibit was very well received.

At times members of the archives staff are requested to conduct tours of the archives & special collections area or the Congressional Archives for members of Loyola departments. During FY13 one such tour of the Congressional Archives was conducted for members of the office of alumni relations.

Another outreach project for the archives is assisting the Law Library in the acquisition of the MaryAnn McMorrow papers. Archives staff members provide advice and assistance in acquiring and examining the papers.

Finally, archives & special collections staff participated in the I Love Loyola Libraries and the new faculty library orientation events during FY13. The I Love Loyola Libraries was very successful with many staff and faculty members picking up information and asking questions about transferring their records to the archives. The new faculty library orientation event was not as successful as there was no chance to provide any information about Special Collections. Afterwards several new faculty members mentioned that they would have appreciated being learning about Special Collections during the event.

## **Congressional Archives**

### **Access**

During FY13 four more series in the Rostenkowski papers were opened to researchers. These series are constituent correspondence, issue correspondence, casework, and memorabilia. Finding aids for these series were created and several others were updated including General – invitations, General – Matters handled by Rostenkowski, General – Poland, Legislative, Publications, and Audio-Visual.

### **Acquisition**

No new materials were acquired for either the Rostenkowski or the Hyde papers.

### **Processing**

150.75 linear feet were processed for the following series: general – general correspondence; constituent correspondence; issue correspondence; casework; memorabilia; and restricted.

## **Reference**

One email inquiry was received and handled by the Political Papers archivist. No inquiries were received by phone or mail. There were no in-person researchers in to use the Rostenkowski papers.

## **Outreach**

The Political Papers Archivist did not conduct any outreach to promote the Rostenkowski collection during FY13.

## **Special Accomplishments**

There were no special accomplishments for FY13.

## **Special Projects – Archives & Special Collections**

### **Restoration 2014**

The Archives & Special Collections department is involved in the planning of an exhibit on Jesuits in America called “Crossings and Dwellings” to be at LUMA from June – October 2014 in conjunction with the conference by the same name celebrating the Bicentennial of the restoration of the Society of Jesus. As part of this, staff from the archives inventoried items at Holy Family Church and St. Ignatius College Prep for inclusion in the exhibit.

### **Catholic Research Resource Alliance (CRRA)**

Records continue to be marked for inclusion in the CRRA portal and will be uploaded when the new head of library systems starts work.

### **DocFinity**

The first phase of DocFinity implementation was completed by the summer of 2013. Staff has begun ingesting finding aids and images to the system. The second phase implementation will begin soon.

### **Saint John’s Bible**

All seven volumes of the Saint John’s Bible have been received. Four volumes are now on display at the Medical Center, Health Sciences Library, Lewis Library, and Cudahy Library.

### **Edward Gorey Exhibit**

From February to June of 2014 the Loyola University Museum of Art will be presenting the Edward Gorey *Elegant Enigmas* exhibition. As part of the exhibition, Thomas Michalak will be curating a co-exhibition focusing on Gorey’s roots in Chicago and some of his work that is not included in the traveling exhibit. Archives staff has been assisting in the planning for both exhibitions.

### **Rome Center 50<sup>th</sup> Anniversary**

As part of the Rome Center's 50<sup>th</sup> Anniversary an anniversary book was published. Archives staff worked with UMC and Advancement staff on the publication of the book by providing scanned images from the archives collection's as well as scanning images provided by Rome Center alumni.

### **School of Social Work's Centennial**

The School of Social Work's Centennial will be celebrated in 2014. Archives staff is currently working with a graduate assistant and faculty member from Social Work on an anniversary book to be published.

### **Institute of Pastoral Studies 50<sup>th</sup> Anniversary**

The 50<sup>th</sup> anniversary of the Institute of Pastoral Studies will be in 2015. Archives staff is working with Dr. Peter Gilmour on an anniversary book to be published in 2015.

### **Obama Video (September 2012)**

During the 2012 Presidential election it came to attention of the press that someone released a clip on YouTube from a speech that then Illinois Senator Barack Obama gave at a conference hosted by Loyola in 1998. The clip on YouTube was audio only, no video. The only known video of the speech was in the Loyola Libraries' collections. Archives & Special Collections was given the responsibility for handling access to the video for members of the press who wished to see it. The video has been transferred to the University Archives.

## **Staff**

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

**Ashley Howdeshell**, MLS, CA, Associate Archivist

**Laura Berfield**, MLS, Political Papers Archivist

## **Former Student Staff**

**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. Lisa left her position as the Oral History Project Graduate Assistant in April of 2013 for a position at the Cuneo campus.

## **Current Student Staff**

**Jack Whalen**, Graduate Assistant, Congressional Archives

Jack joined the Archives & Special Collections department in January 2012. A Ph.D. candidate in American History, Jack graduated in May 2013 and continued to work at the Congressional Archives until August 2013.

**Jess Hagen**, Graduate Assistants, Archives & Special Collections

Jess joined the Archives & Special Collections department in August 2012. She is a M.A. candidate in Public History.

## **Interns**

**Evan Thompson**, January – April 2013

Evan worked on the 1<sup>st</sup> library catalog project under the supervision of Dr. Kyle Roberts. Evan investigated sections of the catalog to see if he could track down the books listed in the libraries' collection.

**Arelis Rivero Cabrera**, May – August 2013

Funding from the Hank Center for Catholic Intellectual Heritage allowed the archives to hire Arelis for the summer of 2013. During her time at the archives Arelis digitized Loyola course catalogs and rare books from the Jesuitica section of the rare book collection.

**Melissa Nye**, May – August 2013

Melissa interned at the archives to finish her MLS degree from Indiana University. While at the archives Melissa processed the Cuneo family papers, thus making them available for research earlier than anticipated.

**Michael Greene**, January – April 2013

Michael worked on the 1st library catalog project under the supervision of Dr. Kyle Roberts. His project included selecting a sample of St. Ignatius College students from the 1870s through 1890s and determining which areas of the city they came from.

**Grace Labriola**, August – December 2012

Grace interned from the International Studies department. A double major in Political Science and International Studies, Grace was interested in a possible career as an archivist or special collections librarian. During her internship Grace processed the World War I series of the Dorr E. Felt collection.

**Meredith Gozo**, May-August 2012

Meredith continued to volunteer at the Archives & Special Collections after finishing her internship. She left the archives in August 2012 to attend library school at Indiana University.

## Appendix A: Reference Requests

	<b>% Change</b>	<b>FY13</b>	<b>FY12</b>	<b>FY11</b>	<b>FY10</b>	<b>FY09</b>	<b>FY08</b>
<b>Phone Calls (LUC)</b>	36	132	97	95	105	72	135
<b>Phone Calls (External)</b>	43	96	67	91	73	78	96
<b>E-mails</b>	31	430	328	316	266	311	562
<b>Letters</b>	(100)	0	2	1	3	2	7
<b>On-site Researchers</b>	(13)	229	264	166	175	111	201
<b>ILL</b>	67	5	3	0	4	2	0
<b><i>Total Internal Requests</i></b>	<b>2.6</b>	<b>471</b>	<b>459</b>	<b>360</b>	<b>344</b>	<b>328</b>	<b>705</b>
<b><i>Total External Requests</i></b>	<b>40</b>	<b>422</b>	<b>301</b>	<b>309</b>	<b>282</b>	<b>248</b>	<b>296</b>
<b><i>Total Research Inquiries</i></b>	<b>18</b>	<b>893</b>	<b>760</b>	<b>669</b>	<b>626</b>	<b>576</b>	<b>1001</b>
<b># of Presentations</b>	80	9	5				
<b># of Attendees</b>	51	186	123				

## Appendix B: Acquisitions

	<b>% Changes</b>	<b>FY13</b>	<b>FY12</b>	<b>FY11</b>	<b>FY10</b>	<b>FY09</b>	<b>FY08</b>
<b># of Acquisitions</b>	<b>29</b>	62	48	38	54	54	49
<b># of Linear Feet</b>	<b>(32)</b>	243.35	358.92	221.02	564.3	150.39	232.15
<b># of Dissertations/theses</b>	<b>22</b>	213	174	324	200	173	233

### Appendix C: Processing

	<b>% Change</b>	<b>FY13</b>	<b>FY12</b>	<b>FY11</b>	<b>FY10</b>	<b>FY09</b>	<b>FY08</b>
<b>LFT Processed</b>	(24)	272.8	360.85	442.28	280.5	156.14	63.25
<b># of new Finding Aids</b>	47	25	17	22	8	--	--
<b># of Finding Aids Converted</b>	1975	83	4	--	--	--	--
<b># of EAD Finding Aids created</b>	(100)	0	5	--	--	--	--

### Appendix D: Catalog Records

	<b>% Change</b>	<b>FY13</b>	<b>FY12</b>	<b>FY11</b>	<b>FY10</b>	<b>FY09</b>	<b>FY08</b>
<b>Original Archival records</b>	(71)	11	38	35	11	31	9
<b>Original book records</b>	100	24	0	12	--	---	---
<b>Copy book records</b>	18	141	119	30	--	--	--
<b>Other materials</b>	0	0	0	26			
<b>Total</b>	12	176	157	103			

### Appendix E: Total Digital Collections (CONTENTdm)

	<b>% Change</b>	<b>FY13</b>	<b>FY12</b>	<b>FY11</b>	<b>FY10</b>	<b>FY09</b>
<b>Hits</b>	1806	124540825	6533213	2390647	2023670	86243
<b>Files</b>	1162	77006968	3099858	2349272	1888375	79423
<b>Visits</b>	(50)	99998	199375	24604	8087	720

### Appendix F: Archives & Special Collections Digital Collections (CONTENTdm)\*

	<b>% Change</b>	<b>FY13</b>	<b>FY12</b>	<b>FY11</b>	<b>FY10</b>	<b>FY09</b>
<b>Item Views</b>	--	N/A	150856	28369	108151	929
<b># of Items</b>	20	2777	2316	961	859	
<b># of Compound Objects</b>	224	230	71	55	57	
<b># of JP2</b>	11	2464	2219	872	776	
<b># of JPG</b>	0	26	26	26	24	
<b># of items added</b>	(43)	772	1355	102	859	
<b># of Rare Books Digitized</b>	(100)	0	4	0		

\*CONTENTdm statistical reporting for total hits/files/visits has been inaccurate since the new version of CONTENTdm was released in September 2012. The number of item views has not been available since the September 2012 update. OCLC is aware of these problems but has yet to fix them.

## Appendix G: Internet Archive Webpage Downloads

	<b>% Change</b>	<b>FY13</b>	<b>FY12</b>	<b>FY11</b>
<b>Loyolan</b>	202	21828	7226	24
<b>Dentos</b>	100	4119	2053	0
<b>Stritch School of Medicine</b>	100	1866	933	2
<b>St. Ignatius Collegian</b>	(9)	796	870	2
<b>Loyola University Magazine</b>	77	711	402	0
<b>Illinois Catholic Historical Review</b>	27	4685	3677	794
<b>Chicago</b>	8	1034	958	125
<b>Chicago magazine</b>	3	132	128	29
<b>McVickers</b>	(14)	125	145	24
<b>Doomed City</b>	(19)	281	349	52
<b>History of Chicago</b>	(25)	164	219	33
<b>Towers</b>	47	618	421	0
<b>Echo</b>	8	96	89	0
<b>Tourists Guide</b>	(26)	162	219	31
<b>Chicago and Its Resources</b>	2	681	697	99
<b>Total</b>	103	37298	18383	1215

## Appendix H: Loyola eCommons Downloads

	<b>% Change</b>	<b>FY13</b>
<b>Loyolan</b>	--	303
<b>Dentos</b>	--	1778
<b>Stritch School of Medicine Yearbooks</b>	--	379
<b>St. Ignatius Collegian</b>	--	922
<b>Loyola University Magazine</b>	--	24
<b>Illinois Catholic Historical Review</b>	--	841
<b>Rome Center Yearbooks</b>	--	3659
<b>College of Commerce Yearbooks</b>	--	183
<b>Total</b>		8089

## Appendix I: Social Media Stats

	<b>% Change</b>	<b>FY13</b>	<b>FY12</b>
<b>Facebook Likes</b>	220	291	91
<b>Hits per Post</b>	91	183	96
<b>Twitter Followers</b>	118	390	179
<b>Blog visitors per month</b>	(9)	51	56

The most popular Facebook post was an image of Melville Steinfelds painting the fresco behind the altar in Madonna della Strada. The image received 2,841 views.

## **Appendix J: Oral History Project Interviews, 2012-2013**

### **Loyola News/Phoenix**

1. Dan Behnke 7/13/2012
2. Kevin Garvey 7/16/2012
3. Andeas Liewald 7/23/2012
4. Erik Gloor 8/10/2012
5. Mary Hereley Marren 8/15/2012
6. Jim Marzano 8/17/2012
7. Tom Powers 8/21/2012
8. Paul Rundquist 8/27/2012
9. Luann Zanzola 8/29/2012

### **Niehoff School of Nursing**

1. Ida Androwich 11/15/2012
2. Vicki Keough 11/29/2012
3. Judy Scully 12/7/2012
4. Pamela Andresen 1/14/2013
5. Marilyn Belleau 1/16/2013
6. Mary Signatur 1/16/2013

### **Long Time Faculty and Staff**

1. Robert Birely, S.J. 1/22/2013
2. Jack Corliss 3/26/2013, 4/9/2013
3. Bruce Montes 3/26/2013, 4/9/2013

## **Appendix K: Oral History Project Transcriptions completed 2012-2013**

1. Donald Brown	Law
2. Henry Rose	Law
3. Alice Perlin	Law
4. Richard Michael	Law
5. Thomas McCauley	Law
6. Anne Marie Rhodes	Law
7. Allen Shoenberger	Law
8. Sylvia Rdzak	History
9. John O'Malley	Business
10. Eileen Daily	IPS
11. Gerard Egan	IPS
12. Randy Gibbons	IPS
13. Paul Giblin	IPS
14. Peter Gilmour	IPS
15. Bishop John Gorman	IPS
16. Ryan Hoffman	IPS