

Loyola University of Chicago Archives

Annual Report

July 1,1997-June 30,1998

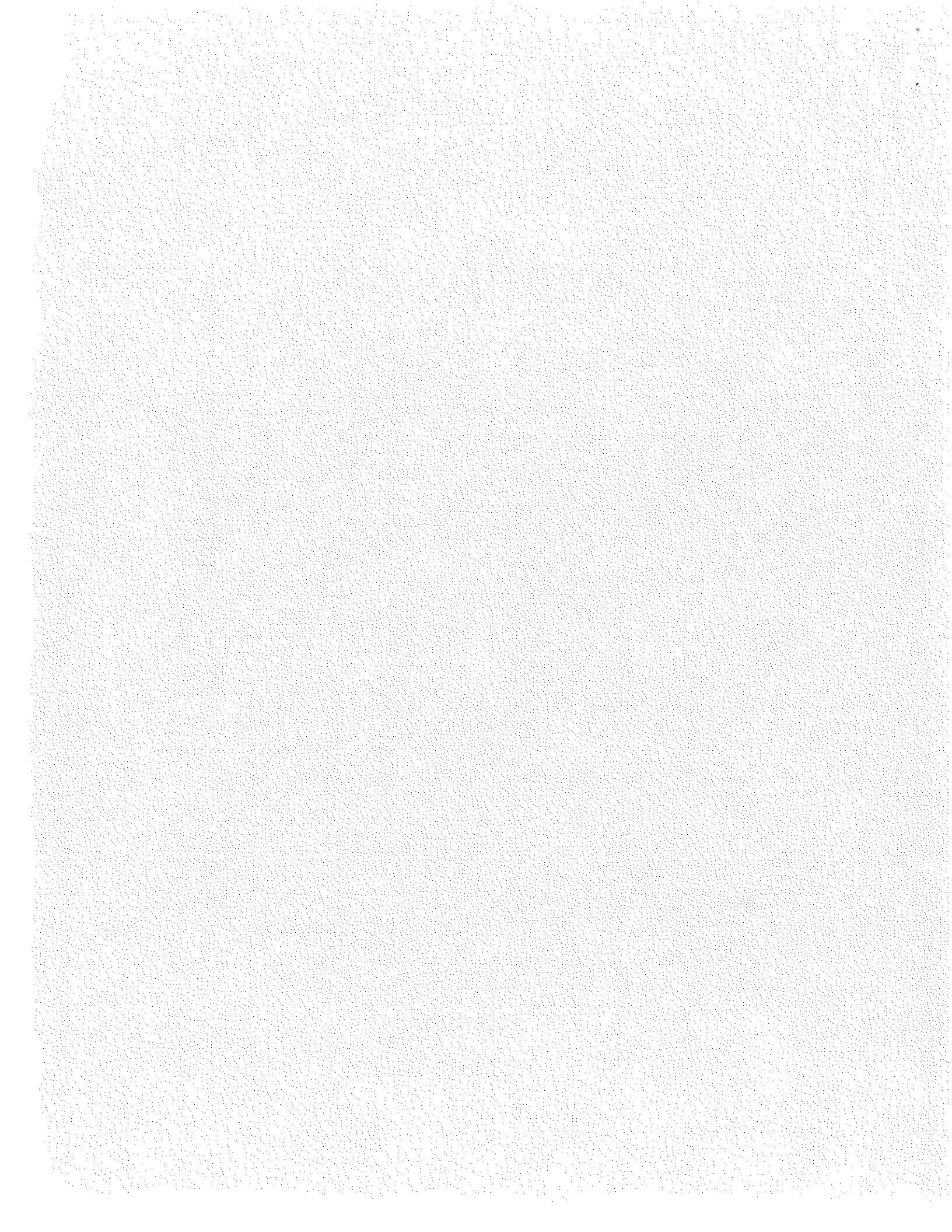
I want to say this: everybody should have a real interest in the history of the organization in which they belong. † I can't understand how you can be heart and soul in something, without knowing the roots and growth, and what it is all about. † Only then can you understand the Society better and enter into the spirit.

**Mother Anna Dengel, M.D., M.M.S.,
July 24, 1952**

**Submitted by
Brother Michael J. Grace, S.J.
University Archivist
and
Paul S. Djuricich
Undergraduate Archivist Assistant**

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**Richard M. Dowd
1936-1997**

**Industrious, Concerned Associate
and
Faithful Friend to us all.
In gratitude for his rich legacy
from which we have all profited
the University Archives dedicates
this report to his memory**

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I. Opening Remarks by University Archivist

Normally, the archivist refrains from commenting on the quotation on the cover of the annual report. This year will be the exception! The quotation encourages us all to have a real interest in the organization to which we belong and in this instance it is **Loyola University**. To deepen our knowledge of this university, we need primary sources created by university personnel to tell our story to future generations. Please take the time to learn about this institution so that you can understand it better and enter into its spirit. Finally, one should aim to become more informed about the Society of Jesus which began and shaped this institution. It can be fascinating for us all to learn more about Loyola University as well as the Jesuits.

During the past fiscal year, the archivist had the opportunity to read and also reflect of a document entitled The Pastoral Function of Church Archives, published by the Pontifical Commission for the Cultural Heritage of the Church, 1997. Briefly, this document expresses concern that church records (print and non-print) and three dimensional objects be collected and also made available for research on the Church as a human institution. What the documents say about an ecclesiastical institution hold true for any other entity.

Loyola University has a rich patrimony. What plan is in place to gather the current and future printed and non-printed records which tell the Loyola story? My first recommendation is that the University consider the feasibility of establishing a records management program to preserve records of a permanent value.

Last year, the Office of Risk Management requested an appraisal of the rare book collection for insurance purposes, part of which was completed. This beginning augers well, and the office hopes that the appraisal will be completed and then the University Archives will also be appraised.

To enhance the arrangement and description of records, which in conclusion will make the documents more useful to all concerned, this office offers a second recommendation that the computer equipment be brought in line with the latest equipment and also funds be allowed to purchase an archival software package.

Although the Medical Center is now separately incorporated, this office begs to recommend that the Medical Center establish its own records center which will include archives and a recording of three dimensional objects.

To the faithful reader of these reports, the archivist apologizes for the repetition of these recommendations which are the concern of any archivist or records manager.

In this technological age, the archivist is very pleased to have student workers who know the methods to construct and maintain a web page. As most of this readership knows, almost every organization today has a web page. For a research unit like the LU Archives to not make use of such

an instrument would detract from one of the purposes of any archives: to provide basic information regarding the availability of these records to those in need.

The office is grateful to all who support this office with the transferral of their inactive records to the archives. In turn, the office aims to acknowledge your donation by note as a sign of gratitude as it is no longer convenient to list each office or person by name in the annual report as was done in the recent past. In conclusion, a friendly reminder that, **if you're in doubt, don't throw it out!** The staff is very much concerned that inactive records of a permanent value to Loyola University are not finding their way to this office. Fifty years from now, the history of Loyola may be lost unless we act now to preserve the evidence of what happened here. **Make your mark in history.** Please donate your relevant papers and photographs to the Archives.

AD MAJOREM DEI GLORIAM

II. Statement of Purpose

As the collective memory of Loyola University of Chicago, the Archives appraises, collects, organizes, describes, preserves, and makes available for research and reference use those official University records and those ancillary records of the University community of sufficient historical, legal, fiscal, and/or administrative value to warrant permanent preservation. In addition to the University's records, the archives is also responsible for a number of valuable manuscript collections which reflect the activities and concerns of individuals and organizations not directly connected with the University. In addition, the Archives staff services the Rare Book Collection of the University Libraries. By these means the Archives:

- * Promotes knowledge and understanding of the origins, aims, programs, and goals of the University;
- * provides information services which assist in the operation of the University;
- * serves research and scholarship by making available and encouraging use of its rich resources by members of the University community as well as the world of research and scholarship outside;
- * serves as a resource and laboratory to stimulate and nourish creative teaching and learning.
- * Provides access to the valuable rare book collection.

III. Accessions and Processing

We have made significant steps in processing our collections as well as accessioning them. Among the collections that have been processed this year were the records from Raymond Schoeder, S.J.; records from the office of Public Relations, created by the late Alvo Albini during his sixteen year tenure from 1967 to 1983 as the director of Public Relations; and the collection records of Founder's Day from 1957 to 1994. The 1997 edition of Loyola World was transferred to microform, while the 1997-98 edition of Loyola Phoenix is still in the process of being transferred.

We have been very fortunate this year to add many accessions to our archives. Among them have been: the papers of Francis L. Filas, S.J., Theology Department; Marti Tomas Izral and Don Norwood, Communication Department; Gerald Gutek, School of Education; and Joseph A. Gagliano, History Department. The archives has also received donations from numerous departments such as the Office of Assessment and Planning, the School of Social Work, the Classics Department, Multicultural Affairs, Registration and Records, and the Institute of Pastoral Studies

The General Counsel's Office presented to the archives, for safe keeping, early property records, which contain the real estate history for current and former Loyola University properties. The arrangement of these papers meant examining each record, declaring its values, and placement.

Another record group which has been the concern of the archivist for a long time is the contents of the map case. Each item contained in the map case has a drawer number and an item number. The researcher using the collection would have to examine the inventory of the collection. The graduate student archivist devised a plan to check each item against the inventory list and then create a subject access list for the collection. Checking that entry, the researcher then will know what the archives has for oversized items, which may be more user friendly. The archives now has an inventory of the map case by drawer entry and also by subject. Both lists can be updated as needed in the future.

Over 50% of Catholic Church Extension Society (CCES) correspondence have now been processed. The Catholic Church Extension Society (CCES) was established October 18, 1905, to serve the needs of the United States home missions. These are areas in the U.S. that lack personnel, organization, and finances for the operation of the Church. The CCES helps to build churches, educate and support clergy and seminarians, and gives assistance to the dioceses in the Western and Southern states as well as Alaska, Hawaii, Puerto Rico, and the Philippines until it achieved independence. By cataloguing and transferring these fragile documents onto acid free paper, the Archives are guaranteeing that these precious letters will survive for generations to come. This collection has been and will continue to be a wonderful source for researchers doing state and local history.

The processing of the Catholic Church Extension Society foreign country photograph collection is now complete. This collection has included photographs from numerous foreign

countries, such as Israel and China, and U.S. territories, including the American Samoa, and the Phillippines, until it reached independence. The Chapel Car and Transport collection has also been completed.

IV. Usage

Our web page has been put to good use. Since its installation last June, the web page has received over one thousand visitors. The page has allowed us to demonstrate our collections to a larger audience. Our new addition to our web page from late May, "Building History at Loyola" has received quite a few compliments. A intern from University Ministry recently used the page extensively to help compile a list of sites on Loyola's campus named after Jesuits.

The photograph collection of the archives has been well utilized this past year. The famous photo of the pushball contest was used by the Loyola Rambler Athletic Association for its fund raising brochure. The Illinois Rivers Series Press used a few photos from the Samuel Insull Collections

If one looks at the Spring 1998 Issue of the Majorem, one might notice that the drawings come from the yearbook Loyolan, courtesy of the University Archives. The archives also provided illustrations from rare books for other various publications.

The archives also contributed to the realm of television. In August, a producer from WTTW borrowed photos from the archival collection to be used in the program Remembering Chicago and World War II. Although the parts of the program with our photos ended up on the cutting room floor, the LU archives was mentioned and thanked in the closing credits.

Most recently, a user from Public Relations is currently using our collection on Father Mertz to prepare for the anniversary of Madonna Della Strada chapel.

The Archives staff continues to service the University Libraries rare book collection, providing reference assistance shelving and retrieving rare books for patrons.

V. Personnel

One of the aspects that has made the university archives a successful place has been the cooperation between the part-time students and the archivist. The employment of students in the past year has exposed the archivist to a breadth of perspectives and talents which has significantly added to his

vitality. These students include:

Harry Klinkhamer, public history graduate student, who has worked in the archives from September, 1995 to October 1997, helping to process the CCES photograph collection, curate exhibits and design the web page.

Chris Myers, philosophy doctoral student, who has worked since August, 1995, processing the CCES correspondence collection, participating in the library reshelving project, curating exhibits, and designing the web page.

Paul Djuricich, biology major, who has worked here since September, 1996, helping to process CCES collection, participating in the library reshelving project, designing and updating the web page, writing annual reports and other sundry assignments.

Alexander L. Strauss, public history graduate student, who has worked from May, 1996 to October 1997, processing numerous collections ,and curating exhibits.

James Ashley, public history doctoral student, who has worked here from September, 1997 to April, 1998, processing a collection on the administrative papers of St. Ignatius College and Loyola University

Apart from the students, there is Brother Michael J. Grace, S.J., the university archivist. He has attended the annual meeting of the Midwest Archives conference along , and is a member of the Society of American Archivists, the American Catholic Historical Association, the Midwest Archives Conference, and the Chicago Area Archivists. Last year, he was on the Society of American Archivists (SAA) host committee, which met frequently in order to prepare for the annual meeting which was held in Chicago last August. The archivist's numerous duties include supervising the students' work, and answering all queries, whether it be telephone, fax, E-mail, or letter. He also has been involved in identifying over five hundred photographs from the Public Relations records created by the late Alvo Albin, Director of Public Relations from 1967-1983. Most of these photos have been or are being absorbed into existing categories. He also participated in the library reshelving project during the month of June, 1998. He was instrumental in obtaining a one thousand dollar donation for the book acquisition fund last April. The archivist helped to contribute to Loyola's Family Weekend 1997 through his famous Hidden Loyola Tour. He also hosted the Hidden Treasures of Loyola University for the Rogers Park Historical Society. Finally, Brother Grace was commended last October for 26 years of service to the Cudahy Library.

VI. Projections for 1997-1998

Projected goals for 1997-1998 include:

1. To continue to engage in outreach and public relations activities to promote the aims and goals of the Archives and the University.
2. To continue to process the records committed to our care in order to maintain intellectual control over the Archives' holdings, to aid in setting collecting priorities, and to gain greater access for reference and research purposes.
3. To microfilm all catalogs of the colleges and institutes of the University from 1909 to 1998.
4. To continue to identify and collect records documenting all facets and functions of the University.
5. Foster within the University community an awareness and active concern for the important issues of conservation and preservation of the natural and other resources committed to our care.

**University Archives Statistics
1996-1997**

Table #1: Number of Phone Calls

Month	From Inside LU	Outside Calls	Total
July, 1997	23	23	46
August, 1997	25	35	60
September, 1997	41	15	56
October, 1997	15	16	31
November, 1997	17	15	32
December, 1997	13	18	31
January, 1998	17	40	57
February, 1998	13	16	29
March, 1998	27	37	64
April, 1998	23	27	50
May, 1998	10	16	26
June, 1998	22	25	47
Totals	246	283	529

Table #2: On Site Users

Month	Number of Users for Archives	Number of Users for Rare Books	Total
July, 1997	10	3	13
August, 1997	9	2	11
September, 1997	30	3	33
October, 1997	35	3	38
November, 1997	12	5	17
December, 1996	8	N/A	8
January, 1998	16	6	22
February, 1998	17	4	21
March, 1998	18	5	23
April, 1998	15	3	18
May, 1997	6	8	14
June, 1997	20	4	24
Total	196	46	242

Table #3: Number of Incoming Letters

Month	Number of Letters
July, 1997	6
August, 1997	3
September, 1997	1
October, 1997	4
November, 1997	1
December, 1997	1
January, 1998	3
February, 1998	2
March, 1998	4
April, 1998	5
May, 1998	5
June, 1998	2
Total	37

Breakdown of Incoming Mail

Questions about Genealogy: 6

Questions about Loyola University: 7

Questions relating to Jesuits: 2

Questions regarding Donations: 2

Permission to use Archival Collections for a quote: 4

Photo Requests: 6

Miscellaneous Questions: 10

Table #4: Number of Outgoing Letters

Month	Number of Letters
July, 1997	5
August, 1997	3
September, 1997	N/A
October, 1997	4
November, 1997	2
December, 1997	1
January, 1998	3
February, 1998	1
March, 1998	2
April, 1998	5
May, 1998	4
June, 1998	5
Total	35

Table #5 Incoming E-mail Message Requests

Month	Number of Messages
July 1997	1
August 1997	N/A
September 1997	N/A
October 1997	9
November 1997	1
December 1997	3
January 1998	2
February 1998	2
March 1998	2
April 1998	1
May 1998	3
June 1998	12
Total	36

Breakdown of Incoming E-mail Messages

- Questions regarding Jesuits: 9
- Questions regarding LU: 9
- Questions regarding Genealogy: 5
- Questions regarding archival collections: 2
- Miscellaneous Questions: 11

Table #6: Accessions

New Accessions	43
Archival Boxes	37
Records Container	68
Flat Boxes	2
Total Linear feet	87.75
Video Cassettes	8
Audio Cassettes	9
Records	5
Transcriptions	7
Photos	12
Books	1
Folders	5
Binders	6
Microfilm	6
Master theses & doctoral disserts. (Bound Volume)	100
Loyola Phoenix & Loyola World (Bound Volume)	2

Table #7: List and Date of Significant Accessions

Title of Collection/Series	Date Received	Amount Accessioned
VP for Academic Affairs. Office of Assessment and Planning	7/14/97	7 linear feet
Applied Ethics, Frank W. Considine Visiting Prof. (Joseph Hacala, S.J.)	8/5/97	1 folder 2 VCR
Office of the President	8/12/97	8 linear feet
Marti Tomas Izral Communication Dept.	8/21/97	4 linear feet
Fr. Samuel Knox Wilson Travel Diaries, etc.	8/21/97	0.5 linear foot
LUMC. Affirmative Action and Human Resource Planning	9/10/97	1.5 linear feet
Institute of Pastoral Studies	10/97	4.25 linear feet
Rita Anton Papers	10/9/97	4.5 linear feet
Minority Access and Retention Program Project.	10/10/97	1 linear foot
VP & Assistant to the President James D. Barry	10/13/97	0.25 linear foot
VP Student Affairs. Student Life: Multicultural Affairs	10/21/97	2 linear feet
Classics Department	10/23/97	1 linear foot
VP & Dean of Faculties	11/7/97	2 linear feet
Francis L. Filas, S.J. Theology Dept.	11/24/97	6.5 linear feet

Table #7 (continued): List and Date of Significant Accessions

Title of Collection/Series	Date Received	Amount Accessioned
Don Norwood, Communication Dept.	12/3/97	6 linear feet
Oral History Project, Sem. I 1997-98	12/10/97	9 Tapes 6 Transcriptions
Visiting Nurse Association	12/19/97	2 linear feet
Registration and Records	12/25/97	2 linear feet
Annual Award Dinner, Nov. 21, 1998	1/6/98	1 VCR
Jesuit Community @ Jesuit Residence	1/6/98	12 colored photos
President's Office (R.C. Baumhart, J.J. Piderit)	1/15/98	1.5 linear feet
CCES Records	2/98	22 linear feet
VP Student Affairs. Student Life: Multicultural Affairs	4/6/98	7 linear feet
Joseph A. Gagliano	4/2/98	3 linear feet
General Counsel Office	6/98	1.5 linear feet
Fr. Peter-Hans Kolvenbach, S.J., Jesuit Superior; General video interview	6/15/98	2 VCR 1 Transcription