

Kathy Young, University Archivist/Curator of Rare Books

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Loyola University Chicago Archives & Special Collections

FY19 Annual Report

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History

The Loyola University Chicago Archives & Special Collections was established in 1938 by Fr. John Mortell, SJ, who had served in Europe during World War I as a Chaplain with the United States Army. During his time in Europe, he came to appreciate the importance placed on preserving the history of places and institutions. Upon returning to Loyola University, he recognized that the University's history and, more importantly, the history of the Jesuits who founded the University, was disappearing quickly. Fr. Mortell advocated for the need to preserve this history. His efforts resulted in his being named the first University Archivist of Loyola University, a position he retained until his death in 1940. Upon Fr. Mortell's passing, Fr. William T. Kane, SJ, Library Director, took up the effort to collect and preserve the history of the Loyola University Jesuit Community and the University. After Fr. Kane's death in 1945, the collecting of Loyola Jesuit and University history continued on and off by committee. In 1979 Br. Michael J. Grace, SJ, was named University Archivist and established the modern Loyola University Chicago Archives & Special Collections. He served as University Archivist until his death in 2002. Following the passing of Br. Grace, Kathryn Young, MS, MLIS, CA, was appointed University Archivist and Curator of Rare Books.

The Collections

The Loyola University Chicago Archives & Special Collections consists of University Archives, Special Collections, Congressional Archives, and the Rare Book Collection. The University Archives collects, preserves, and makes available the historical records documenting the schools/colleges, administration, practices, events, and programs of Loyola University Chicago. Special Collections collects, preserves, and makes available papers, records, and collections in the areas of Samuel Insull, Jesuit educators, Loyola Staff, Faculty and Alumni, Chicago history, Catholic history, and cartoonists and illustrators such as George Cruikshank, Scott Stantis, and Edward Gorey. The Congressional Archives collects, preserves, and makes available papers of members of the United States Congress, specifically those members who are Loyola University Chicago alumni or have a significant relationship to the University. The Rare Book Collection collects, preserves, and makes available rare books from the 13th century onward in areas such as British and American History, Jesuitica, Theology, drama and literature, and travel. All of these collections are available for use by Loyola students, staff, and faculty as well as by researchers from outside of the university.

FY19

During Fiscal Year 2019, the Loyola University Chicago Archives & Special Collections continued to increase class visits and projects, digital accessions, and website and digital collection usage. Major projects included the Sesquicentennial Scholars, in conjunction with the History department and the Women and Leadership Archives, and the completion of the migration of ContentDM collections to Preservica. Twenty-three classes visited the Loyola Archives & Special Collections for introductory classes and/or class projects. Digitization of course catalogs, university and departmental newsletters, and photographs ramped up and digitization of audio tapes was outsourced to a vendor. While this work was underway, a major upgrade to the digital preservation system, Preservica occurred, resulting in the inability to ingest the newly digitized materials. This ingest will occur during FY2020. A second problem occurring during the in-house digitization process was the breakdown of the software used to create PDFs from the camera RAW files. This breakdown was due to the incompatibility of the software with Windows 10, which ITS pushed to the PC being used for this process. Staff are waiting on an update for the software.

FY20

The major project for the upcoming year is providing access to information in order to celebrate Loyola University Chicago's Sesquicentennial. As the curators of the University's historical records, staff will be involved in researching and providing information to a variety of University departments, such as University Marketing. In anticipation of this, more materials – publications, photographs, audio-visual materials, etc. – are scheduled for digitization and will be made available online. Additionally, a major exhibit highlighting Loyola's history is scheduled for the Donovan Reading Room. Staff will continue to work with the Sesquicentennial Scholars on their projects, including an interactive timeline. In addition to working on the Sesquicentennial, staff will be continuing with their daily work including class visits and projects, acquiring records and collections, answering reference questions, ingesting materials into the digital preservation system, and supervising student workers. Finally, staff will be working with Dr. Ian Cornelius and Dr. Sarah Noonan on their "Peripheral Manuscripts" project by providing access to approximately 50 items in the rare book collection as well as locating more manuscript waste in the rare book collection, if the project receives funding from CLIR.

One potential problem is the software used to digitize materials in-house. If a software upgrade or patch is not received soon it will become necessary to find an alternative software package that can fulfill the needs of the archives. Money will be required to purchase the new software.

Key Performance Indicators and Analysis

Access

Access to materials continues to be one of the most important goals at the Loyola University Chicago Archives & Special Collections. Although a backlog remains, progress has been made in making available those records relating to student life and the College of Arts and Sciences. The majority of audio tapes, films and video in the audio-visual collection have been digitized and are waiting for ingest into Preservica.

Catalog Records

- 37 original archival collection catalog records were created in OCLC and imported to Alma
- 17 original records for books
- 53 item records fixed
- 11 books were re-classed from Dewey to LC
- 6 original records were created for broadsides
- 28 copy records imported for broadsides
- 22 records had the genre term "manuscript waste" added
- 54 bound-with records were related
- 258 catalog records now available in OCLC and Alma

Finding Aids

- 35 finding aids were created
- 32 finding aids were added to the online list
- 32 finding aids were reviewed and updated for the reparative subject headings project

Digital Collections/Electronic Records

- ContentDM migration to Preservica completed
- 560+ URLs now captured via Archive-It
- 100 audio tapes digitized
- 5 online exhibits created

Acquisitions

Records from the Family Business Center, Illinois Academy of Criminology, Students Activities Board, and the Stritch School of Medicine are among those received during the fiscal year.

- 119.41 linear feet received
- 26 oral histories

Rare Books

Approximately \$43,000 from the Stuart and Mimi Rose gift was spent during the year to purchase books and manuscripts in the areas of cannon law, Jesuitica, early American history, and English literature.

- \$3,200 remaining in Stuart and Mimi Rose gift fund

Processing

Processing work focused on making more university records available. Office of Student Affairs, dean of the College of Arts & Sciences, and records for departments within CAS were processed as were records for the Centennial office.

- 83.71 linear feet

Reference

Reference continues to be a very active part of daily work at the Archives & Special Collections.

- 176 phone inquiries answered (122 internal, 54 external)
- 787 email inquiries answered (266 departmental, 521 non-departmental)
- 110 in-person researchers (87 archives, 23 rare books)

Class Visits

While the actual number of classes decreased from FY18, this was offset by an increase in the number of presentations done by the department. Between classes and presentations the number of attendees remained consistent with FY18.

- 25 classes
- 351 attendees
 - UCLR (4 classes)
 - UCWR (1 class)
 - History 397
 - History 361
 - Arrupe US to 1865 (2 classes)
 - Arrupe US since 1865 (2 classes)
 - Arrupe Western Civ to 17th century (1 class)
 - English 273
 - French 270 (4 classes)
 - French 271
 - Nursing 513
 - Theology 190
 - Theology 272

Outreach

Outreach continues to grow at the department, especially with requests for materials to be used for presentations or for staff to do presentations. The annual open houses in October attracted a number of people to Special Collections.

Open Houses – 33 visitors

- 3 open houses held during October, each with a different theme – new acquisitions, Edward Gorey, and the annual Halloween Open House.

French Librarians visit – 25 visitors

- Paul Voelker brought a group of French librarians to Special Collections. They were shown the area and a brief discussion of collections ensued.

English Department Presentation – 40 faculty members

- A presentation on Special Collections and how we can work with their classes was made to the English department in April 2019.

Evanston Arts Group – 16 attendees

- A presentation on Cudahy Library and the mural in the Donovan Reading Room was made to members of the Evanston Arts Group in June.

St. Ignatius College Prep – 91 attendees

- 3 Sophomore theology classes from St. Ignatius College Prep visited in November for a presentation on the St. John's Bible and the Torah

Donovan Reading Room Exhibits

- Bicentennial of the State of Illinois – an exhibit celebrating the 200th anniversary of Illinois becoming a state. The exhibit ranges from the foundations of the state to Chicago to Loyola's place in the history of Illinois.

Special Projects

During FY19 we had a surprise return by our visiting scholar, Dr. Marjorie Lorch from the University of London. We also started a 3-year project working with Sesquicentennial Scholars on projects for the upcoming anniversary.

Visiting Scholar

- In March and April 2019 Special Collections hosted visiting scholar Dr. Marjorie Lorch, Professor of Neurolinguistics, Birkbeck, University of London. Dr. Lorch used the History of Medicine collection and related books from the Rare Book Collection for her research on 19th and 20th century history of education and history of medicine focusing on language learning and language disorders and has since published one article using the collections while working on others. She plans to return in 2021 or 2022.

Sesquicentennial Scholars Project

- This grant from the President's office was received in response to a proposal to hire 4 graduate students – 2 from Public History and 2 from Digital Humanities – to work on a series of projects at the Loyola Archives & Special Collections and the Women and Leadership Archives highlighting Loyola's history in time for the sesquicentennial celebration. The first year of the grant created a collaborative digital project called "Then and Now" highlighting some aspects of Loyola and Mundelein history.

User Stories

Instructors for the UCLR and UCWR classes and Arrupe classes that visit Special Collections consistently mention that some of the best discussion generated in their classes and the most positive comments they receive on their course evaluations are in regard to these visits. An instructor for one UCWR class mentioned that one of his students, a mathematics major, was so inspired by the visit and being able to hold a first edition Spiritual Exercises that he has declared a Classics minor. Both sets of classes enjoyed interacting with physical materials from the 13th to 19th centuries.

Staff

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

- Certified Archivist – recertified 2019
- Catholic Research Resource Alliance – Loyola Liaison, Collections Committee member
- Chicago Collections – Loyola Libraries representative, Content Committee member
- Center for Textual Studies and Digital Humanities Advisory committee/project directors committee
- Digital Preservation Committee
- Programs and Promotions Committees Implementation Team
- Attended “From the Stacks to the Classroom”, Midwest Archives Conference Fall Symposium, Iowa City, IA
- Continuing education:
 - Digitizing Scrapbooks, Northeast Document Conservation Center (webinar)
 - Fine Art Insurance 1010: Updated & Simplified, Conservation Center for Art and Historic Artifacts (webinar)
 - GDPR Primer, SAA Privacy & Confidentiality Section (webinar)
 - “Successful Grant Writing for Archives”, Society of California Archivists (webinar)

Ashley Howdeshell, MLS, CA, Assistant University Archivist

- Attend MAC Annual Conference, April 3-6, 2019 in Detroit, MI
- Attend MAC Fall Symposium From the Stacks to the Classroom, October 12-13, 2018 in Iowa City, Iowa
- Serve on the Digital Preservation Committee
- Serve on the Sesquicentennial Scholars Advisory committee
- Attended the Digital Humanities Institute at St. Mary’s College
- Elected to represent libraries on University Senate/elected to University Senate executive committee

Student Workers

Bianca Barcenas, May 2018 to August 2019

Bianca worked on creating metadata for the digitized audio-visual items, approximately 200 files. She also transferred her physical exhibit of life of a med student in the 1930s to a digital exhibit.

Bryan Morley, August 2017 to August 2019

Bryan started at the University Archives & Special Collections in August of 2017. He graduated in 2019. Bryan processed the George Kaufman papers, office of Student Affairs records, and Theater department records.

Allison Page, August 2018 to July 2019

Allison started at the University Archives & Special Collections in August 2018. She worked on processing Loyola University Medical Center office of the Provost records. During summer of 2019 she was the summer Sesquicentennial Scholar.

Anna Clapsy, August 2018 to May 2019

Anna served as the Graduate Assistant in Oral History during FY19. She collected 26 oral histories.

Austin Sundstrom, August 2018 to May 2019

Sesquicentennial Scholar from the Public History program, Austin Sundstrom worked on the “Then and Now” project.

Zach Stella, August 2018 to May 2019

Sesquicentennial Scholar from the Digital Humanities program, Zach Stella worked on the “Then and Now” project.

FY19 Goals

1. Sesquicentennial
 - a. Process Graduate School, Loyola University Medical Center, and Student Affairs record groups at a minimum. Process other University Archives collections as possible. *Large sections of Student Affairs and LUMC Provost records have been processed and are available for use.*
 - b. Create 2 new online exhibits highlighting Loyola history *5 online exhibits highlighting a variety of aspects of Loyola's history have been created*
 - c. Migrate 2 online exhibits to Omeka S *Loyola Presidents exhibit migrated*
 - d. Work with museum class on exhibit plan for Sesquicentennial *Staff was working on faculty member teaching museum class and had a plan in place. Unfortunately said faculty member decided to accept an offer to curate a year-long exhibit/programs for the 100th anniversary of Women's Suffrage at Chicago History Museum and is unable to follow through with plan. Staff will use back-up plan for Donovan Reading Room exhibit.*
2. Preservica
 - a. Finish migrating University Archives collections from ContentDM to Preservica *Completed*
 - b. Ingest Francis C. Kelley papers and make available *Completed although the upgrade to Preservica has created some issues with display*
 - c. Ingest 20 oral histories as a test batch *Not completed. Preservica had a major upgrade during summer 2019 which disrupted plans.*
 - d. Ingest digitized audio-visual materials on Jesuit and Loyola history *See c above.*
3. Update collection location tools *In progress*
4. Complete count of archival holdings by end of academic year 2018-2019. Categorize and report results according to the "Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries" by the SAA-ACRL/RBMS Joint Task Force – <https://www2.archivists.org/groups/saa-acrlrbms-joint-task-force-on-holdings-metrics/guidelines-for-standardized-holdings-counts-and-measures-for-archival-r> . *On hold due to university's decision to start sesquicentennial celebrations in fall of 2019. Now prioritizing work for the sesquicentennial celebration.*

Appendix A: Reference Inquiries

	% Change	FY19	FY18	FY17	FY16	FY15
Phone Calls (LUC)	<i>(22)</i>	122	156	243	167	146
Phone Calls (External)	<i>(41)</i>	54	92	107	93	83
E-mails	<i>(9)</i>	787	864	708	729	680
Letters		0	2	0	0	2
On-site Researchers	<i>(45)</i>	110	203	278	248	217
ILL		0	4	1	0	0
<i>Total Internal Requests</i>	<i>(27)</i>	<i>474</i>	<i>656</i>	<i>796</i>	<i>683</i>	<i>654</i>
<i>Total External Requests</i>	<i>(8)</i>	<i>599</i>	<i>653</i>	<i>546</i>	<i>555</i>	<i>473</i>
<i>Total Research Inquiries</i>	<i>(18)</i>	<i>1073</i>	<i>1309</i>	<i>1342</i>	<i>1238</i>	<i>1127</i>
# of Classes	<i>(28)</i>	23	32	13		
# of Presentations (non-class)	<i>50</i>	3	2	4		
# of Attendees	<i>(.19)</i>	523	524	354		

Appendix B: Acquisitions

	% Change	FY19	FY18	FY17	FY16	FY15
# of Acquisitions	<i>(30)</i>	29	42	53	41	30
# of Linear Feet	<i>(49)</i>	119.41	235.2	294.67	894.74	158.18
# of Dissertations /theses	<i>(30)</i>	126	182	195	0	226
Electronic Records Received (MB/GB)		200 GB	5.5TB (953 MB*)	43.85 GB (839.43MB*)	22.96 GB	35.57GB
Archive-IT Total Data (GB)	<i>114</i>	879 GB	410 GB	508.8GB	437.2 GB	507.4 GB
Archive-IT Total Documents	<i>(5)</i>	11,457,687	12,106,018	8,616,208	9,446,479**	7,287,453

Appendix C: Processing

	% Change	FY19	FY18	FY17	FY16	FY15
LFT Processed	<i>(24)</i>	83.71	111.57	157.665	113.735	50.38
# of new Finding Aids	<i>281</i>	42	11	31	31	2
# of Legacy Finding Aids Converted		7	0	0	12	0
# of Finding Aids with metadata fixed/added		0	226	0	39	0

Appendix D: Catalog Records

	% Change	FY19	FY18	FY17	FY16	FY15
Original Archival records	<i>146</i>	37	15	28	10	29
Original book records	<i>(56)</i>	17	39	11	78	20
Copy book records	<i>(85)</i>	44	305	42	716	173
Other materials (broadsides)		54	0	0	0	0
Records fixed	<i>(79)</i>	11	54	88	79	94
Marked for CRRA		0	46	24	303	--
Marked for CCC		0	5	7	75	---
Item records added	<i>(26)</i>	53	72	113	89	---
Total	<i>(59)</i>	216	536	313	1275	316
#records sent to CRRA portal		0	0	3749	3694	
#records sent to CCC portal		0	0	91	0	
# call numbers created	<i>(82)</i>	11	62			
# of bound-with records related	<i>(86)</i>	54	392			

Appendix E: Digital Special Collections

<u>Omeka</u>	% Change	FY19	FY18	FY17		
Views	<i>(65)</i>	30053	86706	19203		
Unique Views	<i>(64)</i>	23332	65595	11283		
<u>Archive-It</u>						
Views	<i>41</i>	6905	4873	1726		
Unique Views	<i>117</i>	4636	2129	1246		
# of Rare Books Digitized		0	0	2	0	58

Appendix F: Internet Archive Collection Views

	% Change	FY19	FY18	FY17	FY16	FY15
Loyolan	<i>21</i>	169081	139544	62364	58649	38083
Dentos	<i>15</i>	27715	24096	7714	12560	5328
Stritch School of Medicine	<i>19</i>	17873	15017	6704	6358	3534
St. Ignatius Collegian	<i>21</i>	9115	7522	3453	3290	2533
Loyola University Magazine	<i>47</i>	9302	6304	3365	2263	1538
Illinois Catholic Historical Review	<i>11</i>	16802	15094	12614	1170	4253
Chicago	<i>8</i>	3300	3047	1046	1799	760
Chicago magazine	<i>24</i>	433	347	107	185	84
McVickers	<i>14</i>	385	337	82	210	43
Doomed City	<i>24</i>	1400	1127	365	605	160
History of Chicago	<i>38</i>	1600	1158	388	567	172
Towers	<i>20</i>	4000	3308	1403	1461	400
Echo	<i>24</i>	918	738	532	80	116
Tourists Guide	<i>6</i>	583	546	201	289	123
Chicago and Its Resources	<i>18</i>	2200	1860	604	1062	376
Total	<i>20</i>	264707	220045	101030	91014	57790

Appendix G: Loyola eCommons Views

	% Chang	FY19	FY18	FY17	FY16	FY15
Loyolan	<i>(12)</i>	831	951	817	490	529
Dentos	<i>(1)</i>	1245	1263	708	876	1423
Stritch School of Medicine Yearbooks	<i>(25)</i>	288	389	275	258	264
St. Ignatius Collegian	<i>(25)</i>	266	199	129	199	1052
Loyola University Magazine	<i>133</i>	14	6	16	20	11
Illinois Catholic Historical Review	<i>(51)</i>	659	1370	307	402	822
Rome Center Yearbooks	<i>(36)</i>	2089	3267	4698	5082	8130
College of Commerce Yearbooks	<i>(56)</i>	61	141	111	153	133
Total	<i>(28)</i>	5453	7586	7061	7480	12,364

Appendix H: Social Media Stats

	% Change	FY19	FY18	FY17	FY16	FY15
Facebook Likes	<i>14</i>	805	688	690	636	493
Twitter Followers	<i>10</i>	1021	913	780	683	617

Appendix I: Oral History Project Interviews, AY 2018-2019

The majority of the interviews I conducted in the 2018-19 year were in the category of *long-term faculty and staff* (14), with the next most significant number of contributions being the *social justice* category (7). However, some long-term faculty have also made significant social justice contributions, so there is some overlap between the two categories. Future projects could explore ways long-term faculty have been involved with social justice in various ways. Following is a list of interviewees and brief summaries:

1. **Mark Pollock** – longtime faculty in the Department/School of Communications. Spoke to the transition from Department to School and changes he witnessed over time.
2. **Therese (Terri) Pigott**—longtime School of Education faculty member, briefly served as the Dean of the School of Education, now serving as Associate Provost for Research. Dr. Pigott spoke to changes she witnessed within the School of Education over the years.
3. **Hugh Miller**—previously interviewed about his time at the Rome Center, this follow-up interview focused on Dr. Miller’s many years in the Philosophy Department on the Lakeshore Campus.
4. **David Pankratz**—David served as the Director of the Language Learning Lab for 30 years before retiring at the end of 2018. He discussed his understanding of the Lab’s history, as well as his role in shaping what the Lab is today.
5. **Elizabeth Vera**—longtime School of Education faculty member. Discussed the changes she saw over time, especially the move from Winnetka to the Water Tower Campus.
6. **Fr. Stephen Katsouros**—founding Dean of Arrupe College. Fr. Katsouros discussed the vision for Arrupe, its importance to Loyola, its first few years in existence, and his hopes for its future.
7. **Janet Fair**—member of the NTT Faculty Union and longtime part-time lecturer in Japanese.
8. **Carol Scheidenhelm**—recently retired Director of the Faculty Center for Ignatian Pedagogy. She spoke a great deal about what she thinks Ignatian Pedagogy is and how she sees it happening at Loyola.

9. **Paula Camaya**—DACA recipient and undergraduate student, activist around issues of immigration.
10. **Gordon Ramsey**—longtime Loyola Physics professor. Dr. Ramsey has helped the department transform into a welcoming and collaborative one focused on student learning, leading to a high retention rate. He has also been involved with Argonne National Laboratory and Chicago Public Schools.
11. **B. Hannah Rockwell**—longtime School of Communications faculty. Spoke about the changes she has seen over time as the School of Communications transitioned from a Department.
12. **Paul Eggert**—recently retired (Dec 2018) visiting professor from Australia, involved with the Center for Textual Studies and Digital Humanities. Spoke to projects he worked on in his time at Loyola.
13. **Ruth Gomberg-Munoz**—of the Department of Anthropology, she has been involved with issues of immigration on and off campus.
14. **Hector Garcia Chavez**—Professor in both Modern Languages and Women and Gender Studies Departments.
15. **Christopher Peterson**—longtime Biology professor, now Associate Dean of Academics at the IES. Had thoughts about sustainability on campus.
16. **Elizabeth Lozano**—longtime Communications faculty member. Spoke to her experiences as an immigrant and a woman of color on campus.
17. **Asim Gangopadhyaya**—Associate Dean at College of Arts and Sciences for Planning and Resources and longtime faculty member in Physics department. Worked with Gordon Ramsey to transform Physics department.
18. **Elliott Gorn**—faculty in History department. We mostly spoke about his recent book on Emmett Till.
19. **Kyle Roberts**—faculty in History department and Director of the CTSDH. Although he was not here for the founding of the Center, he has been involved from early years and transformed the Center into what it is today.
20. **Aaron Durnbaugh**—Director of Sustainability. Durnbaugh was able to talk in great detail about what Loyola is currently doing and has recently done to promote sustainability, as well as areas the school could improve on. He sees Loyola as part of a city-wide and world-wide community.

21. **Catherine Nichols**—overseeing the development of the May Weber collection, a unique collection of ethnographic objects on campus. She spoke about the history of the collection and her hopes for its future.
22. **Benjamin Johnson**—faculty in History department, involved in several social justice issues on campus including sustainability, immigration, and the NTT faculty and grad student unions.
23. **Fr. Thomas Regan**—Dean of the College of Arts and Sciences and Interim Dean of the Graduate School. Fr. Regan has served in a variety of roles in Jesuit schools and spoke to how he sees the values of Jesuit education implemented at Loyola.
24. **Ella Wagner**—graduate student in Public History. Organizer involved with the graduate student union from the time it began.
25. **Michael Murphy**—Director of the Hank Center. Spoke about specific ways Loyola is implementing Catholic social teaching.
26. **Noni Gaylord-Harden**—longtime Clinical Psychology faculty. Conducts community-based research in Chicago’s African American communities (especially schools). Currently Loyola’s only African American full professor.