



LOYOLA UNIVERSITY CHICAGO ARCHIVES & SPECIAL COLLECTIONS

Annual Report FY22

ABSTRACT

An overview of the accomplishments of the Loyola University Chicago Archives & Special Collections from July 1, 2021 through June 30, 2022.

Kathy Young

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Overview

FY22 Staffing

1 FTE – University Archivist/Curator of Rare Books

5 PTE – Student staff (Oral History Assistant, student worker, interns)

Collection dates

University Archives: 19th century to present

Special Collections: 18th century to present (Some BCE artifacts)

Congressional Archives: 20th century to present

Rare Books: 13th century to present

Linear feet of Collections

Archival collections: 15,000+ linear feet

Rare Books: 22,000+ volumes

Clientele

Loyola University Chicago community at all campuses; local, national, and international students and scholars

Collection Acquisition

University Archives: transfer of records according to the record retention schedule

Special Collections: gifted by individuals and organizations

Congressional Archives: gifted by individuals

Rare Book Collections: gifted by individuals, limited purchase

Mission

The Loyola Archives & Special Collections (LUCASC) serves as the University's institutional memory by collecting, preserving, and making accessible the history of Loyola University Chicago. Additionally, LUCASC serves as an educational resource for the Loyola community and beyond by providing unique collections in the areas of rare books, Loyola history, Chicago history, Catholic history, business, satire, Edward Gorey, Jesuit educators, and politics, among others, for study and teaching.

History

Established in 1938 by Fr. John Mortell, SJ, who served in Europe during World War I as a Chaplain with the United States Army. During his time in Europe, Mortell 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. 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, library director Fr. William T. Kane, SJ, 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,

collecting Loyola Jesuit community 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, became University Archivist and Curator of Rare Books. Ashley Howdeshell, MLIS, CA, joined the Loyola Archives & Special Collections in 2010 as Assistant University Archivist. Howdeshell resigned her position and left the university in January 2022.

The Collections

The Loyola University Chicago Archives & Special Collections consists of University Archives, Special Collections, the Congressional Archives, and the Rare Book Collection. University Archives, Special Collections, and the Congressional Archives accept both physical and digital formats for records and papers.

University Archives

The University Archives collects, preserves, and makes available the historical records documenting the schools/colleges, administration, practices, events, and programs of Loyola University Chicago. Records span the 19th, 20th, and 21st centuries and include vice-president diaries from the opening of St. Ignatius College, early photo albums showing students and faculty of St. Ignatius College, the first college library catalog, records of several (but not all) presidents, and records from the offices of vice-presidents, deans, departments, and student organizations. There is also a university audio-visual collection including over 300,000 photographs, negatives, and slides; films; videos; and audio recordings. The University Archives conducts a Loyola oral history project that has captured approximately 400 interviews with staff, faculty, administrators, and alumni.

Special Collections

Special Collections collects, preserves, and makes available papers, records, and collections in the areas of business; Jesuit educators; Loyola staff, faculty and alumni; Chicago history; Catholic history; entertainment history; politics and political cartoons; and Edward Gorey. Among the collections held are the papers of Samuel Insull and related persons and companies; the records of the Catholic Church Extension Society; a 19th century British political broadside collection; the Cuneo Family papers and business records; the Scott Stantis papers; the Melville Steinfelds papers; the Follett Collection; and the papers of faculty, staff, and alumni.

Congressional Archives

The Congressional Archives collects, preserves, and makes available the papers of members of the United States Congress, specifically those members who are Loyola University Chicago alumni or have a significant relationship with the University. The founding collections are the papers of former U.S. Congressmen Dan Rostenkowski (D-IL) and Henry J. Hyde (R-IL).

Rare Book Collection

The Rare Book Collection collects, preserves, and makes available books and manuscripts from the 13th century onward. The collection includes over 15 languages and is strongest in the areas

of British History, American History, Theology, Philosophy, drama, British literature, American literature, travel, book history, history of medicine, and the sciences.

A highlight of the collection is the Jesuitica collection. Spanning across disciplines and subjects, the Jesuitica collection includes a first edition of the Spiritual Exercises, Chinese mission texts, sermons, and books by notable Jesuits such as Boscovich, Kircher, and Charlevoix. The collection is also notable for its anti-Jesuit works. Considered one of the major collections of Jesuitica in the U. S. along with the collections at Boston College and Marquette, it is recognized internationally.

The rare book collection includes approximately 25 incunables and 8 medieval manuscript leaves.

FY22

Review

Fiscal Year 2022 was another challenging year for the Loyola Archives & Special Collections as we started resuming a more normal, on-campus workflow. Archives & Special Collections staff had been working on-site since August 2020 on a limited basis and were thus more acclimated to being back on campus than teaching faculty, students, and administrators. Staff continued acquiring physical and digital collections and processing priorities were re-examined. Reference questions continued to increase, as did digital collection usage. Faculty began bringing classes back to Special Collections in September 2021.

Access to Special Collections continued to prioritize current Loyola community members, especially classes, although non-Loyola researchers were able to make appointments to conduct research. Access by appointment only is a permanent policy of Special Collections. Following the release of the university's new strategic plan, work began on a 5-year strategic plan for the Loyola University Chicago Archives & Special Collections. Completed in fall 2022, several parts of the plan are already in the initial phases of implementation. The plan is included at the end of this report.

In January 2022, the Special Collections became a staff of one following the departure of the assistant university archivist. She left Loyola for another opportunity after having been at the university for twelve years.

Looking Ahead

Fiscal year 2023 starts with a staff of one at Special Collections with a new assistant university archivist joining the staff this fiscal year. Early indications are that the number of class visits to Special Collections will continue to increase as faculty and students become more comfortable being in person again and that a number of new faculty members are interested in incorporating Special Collections class sessions into their teaching. Special Collections will resume a more typical Monday thru Friday operating schedule, although hours may be shortened and remote work days implemented. Implementation of flexible scheduling will accommodate class visits. Appointments are required for all researchers conducting in-person work at Special Collections and depend on the availability of staff. Ingest into digital collections will fall following the departure of the assistant university archivist, who was a key staff person

for managing digital collections and records, and the lack of time available to the university archivist to work on digital collections.

Issues and Concerns

The main areas of concern for LUCASC are physical space, digital space, and staffing. All of these impact the daily work of the department, especially in terms of serving classes and researchers.

Physical Space

Over the past 20 years, LUCASC space has grown from three small rooms on the second floor of Cudahy Library (217, 219 & 220) plus one and a half stack decks (stack decks D and ½ of C) to three rooms in the archives suite (217, 219, & 220), a former group study room (aka the annex), three stack decks (D, C, & E), two rooms in the Information Commons for the Congressional Archives, and one small closet in the library storage facility. This increase is a direct result of our mission to collect and preserve the history of Loyola University Chicago and our mission to collect and make available primary resources for study and research by members of the Loyola community as well as other researchers. These missions result in a continually growing collection that requires appropriate storage and security, as well as an appropriate space for researchers and staff to work. While the archives suite was renovated several years ago, it is already proving to be inadequate to respond to the growth in class demand. Most classes visiting LUCASC consist of 30 or more students, requiring staff to divide classes between the archives reading room, the workroom, and the annex in order for students to have enough space to engage with the materials and each other without damaging the materials.

Staff have an excellent, but small, work area which limits the number of people who can work in the room at the same time. Staff usually end up working in the reading room or the annex in addition to the reading room when they are not in use by classes or researchers. Supplies are currently taking up needed collection storage space on the stack decks as there is nowhere else to put them. The physical space also limits the ability of the department to add new equipment, such as scanners.

Storage areas are not adequate for either preservation or security. The main storage area – the stack decks – had separate hvac systems installed a few years ago but nothing can be done about the shelving. The stack decks are the original part of Cudahy Library and the shelving is structural, running from the lower level to the roof. In addition, this shelving was originally sized for books and we are now required to put boxes on it. While caged with limited access, the stack decks are not completely secure because students are allowed to study in the area and there is no way to restrict it. Remaining space for adding collections is limited in all storage areas, thus restricting what can be accepted. Other section only has a cage with restricted access.

While the renovated archive suite has fire suppression equipment and security in the form of proxy access and cameras, the stack decks do not. The recent addition of a separate hvac system for the stack decks eliminated previously usable storage space not only by placing equipment in the storage area, but by also running wiring for fire alarms directly in front of shelving so that it could no longer be used for storage. An ongoing concern is what would

happen if the area was retrofitted to introduce a sprinkler system. Built in 1930, the original library was grandfathered in when the requirement for sprinkler systems to be included in buildings was introduced. LUCASC staff have already learned that if such a project is undertaken to retrofit the stack decks a minimum of 18" is required between the sprinkler heads and materials underneath. This would eliminate the top two shelves of every range on stack decks C, D, & E – a significant loss of storage area.

Digital Space

The increase in making materials accessible through digital collections requires an increase in the equipment and space for preparing materials. Each step requires a significant amount of space whether it be for physical equipment on tables or floor space for photographing oversized items, or space for assessing and preparing the items to be digitized. Current workflows use the existing space in the department, which can and does limit the amount of space for other work such as processing collections so that the two processes have to be carefully planned.

Digital space concerns include digital storage space needed to make these materials available to researchers. Digitized materials take up electronic space, just as physical materials take up physical space, and there is an increasing need for more electronic space to store, preserve, and make these items available. Electronic space costs.

Staffing

Staffing is a perpetual concern at LUCASC. Over the past 20 years the staff has grown from 1 to 2 FTE. Typically, there are 1 or 2 student staff members per year along with an occasional intern. As LUCASC continues to grow in terms of collection size and services, it would be appropriate to look at growing the staff at the same time, both in terms of FTE staff and creative assistantships to carry out projects that staff members do not have time for.

Solution

The solution for the problems faced by LUCASC, and by the Women and Leadership Archives, is the construction of a Special Collections Library for Loyola. This new library would be the home of LUCASC (including the Congressional Archives) and WLA along with the Center for Textual Studies and Digital Humanities (CTSDH). It would be a multi-story building having a large reading room, classroom, offices, work space, and storage space for LUCASC and WLA on the upper floors thus allowing them to carry out their missions and provide access to materials for the Loyola community and other researchers. It would also have the appropriate security for the collections. In addition, it would have classrooms, offices, and a lab for CTSDH on the ground floor. In addition to improving researcher and storage spaces, one additional benefit of building a Special Collections Library to house all of Loyola's Special Collections would be the amount of space returned to the university libraries in Cudahy Library and the Information Commons. These spaces could be redirected for other uses by the library.

FY22 Key Indicators and Analysis

Performance indicators for FY22 clearly show the impact of transitioning from the COVID-19 global pandemic shutdowns to a more in-person campus environment. Digital work reflects this the most, signaling a shift back towards working with physical collections, classes, and

researchers. Staff at the Loyola Archives & Special Collections are working to find a balanced workflow for providing access to both physical and digital collections, which will continue to impact workflows.

Access

Improving and providing access to materials is one of the major goals at the Loyola University Chicago Archives & Special Collections. Progress continues on the digital with the majority of the work focusing on organization and metadata creation for collections in preparation of ingest into Preservica. Digitizing audio reel-to-reel tapes, films, VHS and Umatic videos has been a priority and the completed ones are awaiting ingest into Preservica. Incorporating remote work into work schedules allows staff members to have dedicated time for metadata creation of these materials, although balancing physical and digital work is an ongoing effort.

Acquisitions

Approximately 158.25 linear feet of collections acquired during FY22 coming from university departments, retired faculty members, and outside organizations. Among those acquired are the following:

- Paul Breidbach papers, 10 lft
- Follett collection, 80 lft
- Thomas Wren papers, 16.5 lft
- Family Business Center records, 9 lft

Catalog Records

Work on cataloging books and collections gained traction during FY22 upon returning to a more on campus work schedule. Reclassifying books from Dewey to LC continued, and original cataloging and record maintenance resumed.

- 23 original book/manuscript records were created
- 63 copy book records were created
- 9 item records fixed
- 61 books reclassified from Dewey to LC
- 39 LC call numbers were created

Finding Aids

Processing collections and creating finding aids resumed during the year although it is still ramping up to pre-pandemic levels. Updating legacy finding aids continues with those for the dean of faculties and the dean of University College completed. Progress continues on the re-evaluation of existing finding aids to mitigate harmful language and improve access to underrepresented groups. The development of a Loyola University Chicago taxonomy using inclusive language continues. This taxonomy will be used for all description/metadata created in the department.

Finding aids created

- Student Affairs – Multicultural Affairs records
- Student Affairs – Veterans Affairs records
- Vice President of Academic Affairs – Alice Bourke-Hayes, PhD, records

Legacy Finding Aids Revised

- Dean of Faculties – Ronald E. Walker records (2 finding aids)
- Dean of University College – Ralph A. Pearson records

Finding aids put online

- Senior Vice President records 1983-1999
- Dean of Faculties – Ronald E. Walker records (2)
- Student Affairs – Multicultural Affairs
- Student Affairs – Veterans Affairs
- Theology records, 1978-1989
- University College – Richard Matre records
- University College – Ralph A. Pearson records
- Vice President of Academic Affairs – Alice Bourke-Hayes, PhD, records

Processing

Previously established processing priorities are undergoing revision due to the pandemic impact on processing physical collections, but the revision of the departmental processing manual is complete. Processing work focused on university records with students working on student affairs and vice president of academic affairs records. Work continued on creating metadata for digital records.

Collections processed

- Student Affairs – Multicultural Affairs records (9 linear feet)
- Student Affairs – Veterans Affairs records (8 linear feet)
- Vice President of Academic Affairs – Alice Bourke-Hayes, PhD, records (2 linear feet)

Digital Collections & Electronic Records

Digital collections continue to expand at the Loyola Archives & Special Collections, although at a slower pace than in the two previous years. Creating metadata for the backlog of digitized items and ingesting them into Preservica remains a priority as time permits. Some collections already ingested into Preservica await further processing while others are university records, reflecting the increase in electronic records received from university departments. These collections are not publicly available. The reduction in some statistics for online collection views reflects the reality of researchers returning to in-person research.

Archive-It

- 253 active URLs captured

Preservica

- Total items added: 23,315
 - Audio Visual: 1
 - Schoder Slide Collection: 195
 - Adrian Kocurek Photograph Collection: 33
 - Extension Society: 256
 - Course Catalogs: 26
 - Rare Book Collection: 19
 - Rostenkowski papers: 5
 - Oral Histories: 293
 - Autograph Collection: 54
 - COVID Collection: 19
 - Charles Ronan, S.J.: 3
 - George Kaufmann: 6,370
 - St. Bernard School of Nursing: 86
 - St. Bernard Hospital: 56
 - DFPA – Dance: 81
 - University Photos: 140
 - Loyola History: 1
 - University records: 15,677
- Full metadata created for 1,268 items ingested into the system
- Partial metadata created for 22,047 items placed into dark storage
- Metadata continues to be updated and corrected for existing items as needed

Oral Histories

During FY22 the emphasis of the oral history project was on completing transcriptions for previously collected interviews. Interviews were on hold for the year because of continuing pandemic precautions. In addition, staff and faculty lacked time to participate in the project due to the resumption of more normal in-person work at the university.

Rare Books

During FY22 the manuscript codices and leaves held by Special Collections were at Indiana University to be digitized as part of the Peripheral Manuscripts Project. This left no manuscripts in the collection for use by classes, thus influencing the development of a teaching collection through the purchase of more manuscript leaves. A leaf from a Spanish devotional, a leaf from a Parisian bible, three leaves of a small book of hours, and a leaf with some text from Psalm 8 form this teaching collection, with other additions possible in the future. Other recent purchases include a sample book containing a leaf



from the Kelmscott Chaucer, two books relating to art and architecture in Mexico and Argentina, *School of Scandal* by Sheridan, and an artist book about Rogers Park by a Loyola alumnus.

Reference

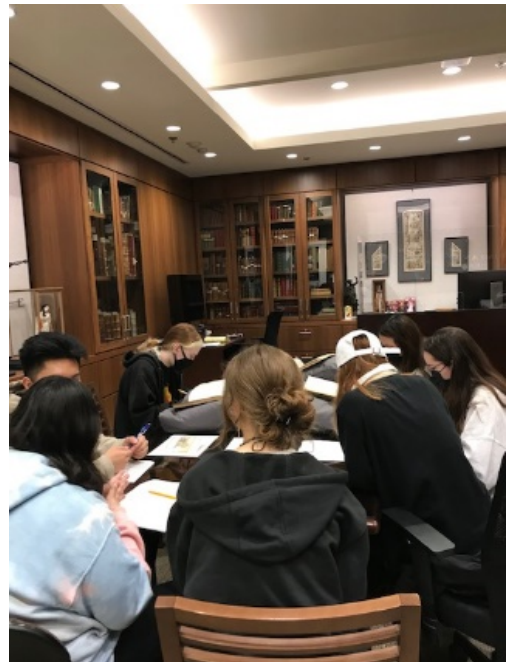
The daily work of answering reference questions, providing information for university departments, and assisting researchers continually grows at the Archives & Special Collections. Email continues to be the contact point for reference questions, but a number of researchers made research appointments and required assistance while at Special Collections.

- 113 phone inquiries answered
- 1,917 email inquiries answered
- 44 in-person researchers

Class Sessions

Class visits resumed with the return of full in-person classes in fall 2021. Faculty were eager to bring their students to Special Collections, including several faculty members new to Loyola. This resulted in 17 class visits during the year – 7 in the fall and 10 in the spring – with 301 attendees. The departure of the assistant university archivist before the start of the spring semester affected the spring class sessions, making it necessary to recruit assistance from other members of the library staff. Sue Israilevich, the original monograph cataloger, assisted with several of the larger classes. Classes visiting Special Collections included the following:

- THEO 281 (2 sections)
- THEO 107 (2 sections)
- FNAR 202 (2 sections)
- ENGL 390
- ACHIS 101 (3 sections)
- ENGL 412
- FRE 271
- FNAR 394
- UCLR 100
- GNUR 513



Outreach

Outreach continued on a limited basis during the year. The annual Halloween open house in October entertained library staff only. An exhibit highlighting students returning to campus was in the cases outside of the Donovan Reading Room and the book display case outside the Donovan Reading Room highlighted the Walton Polyglot Bible and botany drawings by Margaret



Mee. The cases in the Donovan Reading Room remained empty for the year due to leaking followed by roof construction and maintenance on the case lights.

A lunch meeting with donors Tom and Jo-Ann Michalak, a visit from a new member of the Board of Trustees Mary Hasten, a visit from the CEO of Follett Corporation Todd Litzsinger, and presentations to the One Loyola Library task force and the joint cabinet/deans meeting were among the outreach efforts for the year.

Social media continues to be an outreach tool used with one exception. The Loyola University Chicago Archives & Special Collections Facebook page was retired due to changes in rules for organization pages. Previous posts remain accessible for viewing. Twitter continues to be the main social media outreach tool, with others under consideration. The twitter post with the most likes was a photo of Senator Obama speaking at Gentile Center in 2006, posted for Black History Month (729 views). Other tweets included new manuscript additions, an image of Sarah Bernhardt for Women's History Month (141 views), an image of John Felice, SJ, speaking with Pedro Arrupe, SJ, at the Rome Center (178 views), and a photograph of Raymond V. Schoder, SJ, photographing a Roman bridge near Wales (637 views).

Special Projects

During FY22, staff started taking on more special projects. The departure of the assistant university archivist in January 2022 severely affected several of these projects.

Loyola Nursing History Project

In May 2022 Nursing faculty emeritus Diana Hackbarth granted the Loyola Archives & Special Collections \$10,000 for a summer project to work on surveying the nursing records at the archives, analyzing the gaps in the records, and creating chronologies for significant programs at the Nursing School. The goal of this grant was to plan the initial steps for highlighting Nursing School history through digital exhibits. One public history student and one digital humanities student worked on this project.

Follett Collection

The University Archivist has been working with the director of the Family Business Center and the Assistant Dean for Development at the Quinlan School of Business since January 2021 to acquire the historical business records of the Follett Corporation and support programs at the Family Business Center funded by members of the Follett family. The CEO of Follett Corporation, Todd Litzsinger, visited the Loyola Special Collections in June 2021. This visit led to the Follett family gifting the historical records of the corporation along with a monetary gift of \$200,000 to Special Collections to support processing the collection, maintenance, and the establishment of

a visiting scholar grant. The records arrived at Loyola in April, adding to Special Collections' collecting area of 20th century Chicago businesses. Work on this collection is ongoing.

The Loyola Project

Archives & Special Collections staff has worked with a documentary company creating a film about the 1963 men's basketball team since 2019. That film, called *The Loyola Project*, was released in Spring 2022. In January 2022, staff assisted in the completion of the film by providing final images for use and verifying information.

Peripheral Manuscript Project

The University Archivist brought several items including manuscript codices, single manuscript leaves, and a will, land deed, and papal document to Indiana University for digitization in December 2021. The CLIR grant funding this project will digitize manuscripts from 22 Midwestern institutions, including the Loyola Archives & Special Collections. The items digitized through this grant will be accessible to researchers through Indiana University's digital repository and will form the basis for a Midwestern digital scriptorium.

Dewey to LC Reclassification project

This ongoing project gained traction during the pandemic with the original monograph cataloger, Sue Israilevich, creating Library of Congress call numbers for the Dewey section of the rare book collection. With new call numbers available for most of the Dewey books, it is now easier to integrate the reclassification process into the existing workflow of the department.

Reserves Scanning

During FY22 Archives & Special Collections staff worked with circulation staff to scan items for electronic reserves.

Lakota Peoples Law Project

Archives & Special Collections staff continues to work with Library Systems staff, Dr. Michael Schuck from IES, and members of the Lakota Peoples Law Project to create a digital archives of video and photographs from the Lakota Peoples Law Project. Following the selection of Mukurtu as the software platform for this project, an initial cohort of Dr. Schuck's students trained on creating metadata for resources in Mukurtu. Based on the success of the initial project, the committee decided to continue it, expanding it with more digital resources and bringing in several tribal colleges as partners. This project will continue to develop.

Anthony Boccaccio Italy Archive

In spring 2022, the University Archivist participated in discussions about the Italy Archive of Anthony Boccaccio. Boccaccio is a 1971 alum of the Rome Center. His Italy photograph archive spans from approximately 1971 to 2022 and includes images taken for the 1971 Rome Center yearbook, images taken while as a photographer for National Geographic, and other images. They include cities and towns, people, artwork, churches, and sites from almost every part of Italy, including life at the Rome Center in 1971.

User Stories

“Just wanted to express my sincere thanks once again for hosting my class in the collections last week! I was so grateful for the amazing array of materials you put together for us.

Thank you, thank you so much! These experiences and resources are really so wonderful for my students. Here are some of the comments about the visit to special collections last semester that popped up on my course evaluations...” **Dr. Olivia Wolf (FNAR 202 & 394)**

- "I really like the activity when we went to the special collections!"
- " Special Collections was a fun way to break up the semester."

“...thanks again for hosting us last week. The kids loved it—I got a lot of compliments on Tuesday ("best field trip ever," etc.)” **Dr. Toby Altman (UCLR)**

“Thank you so very much for sharing your expertise with our nursing students. As always, your discussion & tour was inspiring and suggested readings perfect.” **Dr. Lisa Skemp (GNUR 513)**

Staff

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

Library Service

- Digital Preservation Committee
- Discovery/Primo Committee
- Committee assignments working group
- Search committee for Assistant University Archivist

University Service

- Center for Textual Studies and Digital Humanities advisory committee

Professional Service

- Chicago Collections – content committee member
- Research Group on Manuscript Evidence
 - Consult for Delmas Foundation grant for the organization’s archives
 - Task Force member for Delmas grant
 - Named associate of RGME

Ashley Howdeshell, MLS, CA, Assistant University Archivist

Ms. Howdeshell joined the Loyola University Chicago Archives & Special Collections staff in 2010 and resigned her position at the beginning of 2022. During her twelve years in the department, she was instrumental in establishing the digital preservation system, created numerous exhibits, helped grow the archives instruction program, worked on special projects, and assisted with

supervising student staff. Her many contributions aided the significant growth of the department.

Student Workers

Brendan Reynolds

Brendan joined the Archives & Special Collections as a student staff member in August of 2021. A history major, he was interested in working on materials relating to underrepresented communities. Brendan processed the office of multicultural affairs records. He then worked on a digital exhibit highlighting some of the history of the Rome Center. Brendan graduated in May 2022.

William Brady (intern)

William began an internship at the Archives & Special Collections in August 2021. A history major and ROTC member, he worked on the office of Veterans Affairs records. William graduated in December 2021.

Oral History Graduate Assistant

Meghan Flannery, MA in Public History candidate

Meghan Flannery joined the Archives & Special Collections student staff in September 2021. She worked on transcribing oral history interviews. Meghan graduated in May 2022.

Nursing History Project

Kate McGranahan, MA in Public History candidate

Kate worked on surveying School of Nursing records currently at the archives and compiling ideas for digital exhibits.

Felix Oke, MA in Digital Humanities candidate

Felix worked on surveying School of Nursing records currently at the archives and compiling ideas for digital exhibits

Appendices

Appendix A: Acquisitions

| Category | % Change | FY22 | FY21 | FY20 | FY19 | FY18 |
|---|----------|------------|------------|------------|------------|------------|
| # of Acquisitions | 52 | 29 | 19 | 16 | 29 | 42 |
| # of Linear Feet | (40) | 158.25 | 235.63 | 84.41 | 119.41 | 235.2 |
| # of Dissertations/theses | 19 | 133 | 111 | 128 | 126 | 182 |
| Electronic records received (MB/GB/TB) | | 41MB | 24.5GB | 91.6GB | 200GB | 5.5TB |
| Archive-It Yearly Total Data (GB) | (75) | 655.6GB | 780.56GB | 986.7GB | 410GB | 410GB |
| Archive-It Yearly Total Documents | (33) | 15,044,217 | 15,025,184 | 12,976,803 | 11,457,687 | 12,106,018 |
| Archive-It Total Documents 2014-Current | | 74,665,544 | 68,424,901 | 56,197,432 | | |
| Archive-It Total Data 2014-Current | | 3.7TB | 3.4TB | | | |

Appendix B: Catalog Records

| Category | % Change | FY22 | FY21 | FY20 | FY19 | FY18 |
|--------------------|----------|------|------|------|------|------|
| Original Archival | 0 | 0 | 0 | 9 | 37 | 15 |
| Original Book | 136 | 23 | 10 | 9 | 17 | 39 |
| Copy book | 688 | 63 | 8 | 62 | 44 | 305 |
| Other materials | 0 | 0 | 0 | 41 | 54 | 0 |
| Records fixed | 100 | 1 | 0 | 16 | 11 | 54 |
| Item records added | 800 | 9 | 1 | 33 | 53 | 72 |
| # of call numbers | 680 | 39 | 5 | 14 | 11 | 62 |
| # of bound-withs | 0 | 0 | 0 | 0 | 54 | 392 |
| # reclassified | 610 | 61 | 0 | 16 | 0 | 0 |
| Total | 717 | 196 | 24 | 174 | 216 | 536 |

Appendix C: Processing

| Category | % Change | FY22 | FY21 | FY20 | FY19 | FY18 |
|---------------------------------------|----------|------|------|------|-------|--------|
| LFT Processed | 2100 | 21 | 0 | 28 | 83.71 | 111.57 |
| # new Finding Aids | 300 | 3 | 0 | 10 | 42 | 11 |
| #Legacy Finding Aids Converted | 300 | 3 | 0 | 0 | 7 | 0 |
| # Finding Aids fixed | 0 | 0 | 0 | 0 | 0 | 226 |

Appendix D: Digital Collections

| Category | % Change | FY22 | FY21 | FY20 | FY19 | FY18 |
|--------------------------------------|----------|--------|--------|--------|--------|--------|
| <u>Omeka</u> | | | | | | |
| Views | (9) | 28,648 | 31,695 | 31,695 | 30,053 | 86,706 |
| Unique Views | (11) | 23,007 | 25,792 | 24,339 | 23,332 | 65,595 |
| | | | | | | |
| <u>Archive-It</u> | | | | | | |
| Views | (65) | 641 | 3,231 | 2,373 | 6,905 | 4,873 |
| Unique Views | (66) | 998 | 2,926 | 1,767 | 4,636 | 2,129 |
| | | | | | | |
| <u># Rare Books Digitized</u> | (66) | 22 | 64 | 0 | 0 | 0 |
| | | | | | | |
| <u>Preservica</u> | | | | | | |
| Views | 23 | 56,939 | 46,299 | 9,214 | N/A | N/A |
| Unique Views | 31 | 41,091 | 31,370 | 6,718 | N/A | N/A |
| Downloads | (23) | 51,761 | 67,262 | 17,027 | N/A | N/A |
| Additions | 37 | 23,064 | 16,780 | 2,493 | N/A | N/A |
| | | | | | | |
| | | | | | | |

Appendix E: eCommons

| Category | % Change | FY22 | FY21 | FY20 | FY19 | FY18 |
|--|-----------------|-------------|-------------|-------------|-------------|-------------|
| Loyolan | (33) | 1,623 | 2,448 | 1,134 | 831 | 951 |
| Dentos | 38 | 4,200 | 3,043 | 1,753 | 1,245 | 1,263 |
| Stritch Yearbooks | 47 | 661 | 489 | 407 | 288 | 389 |
| St. Ignatius Collegian | 5 | 460 | 438 | 402 | 266 | 199 |
| Loyola Magazine | (65) | 52 | 151 | 23 | 14 | 6 |
| Illinois Catholic Historical Review | 47 | 640 | 434 | 417 | 659 | 1,370 |
| Rome Center Yearbooks | 148 | 7,557 | 3,043 | 3,103 | 2,089 | 3,267 |
| College of Commerce Yearbooks | 2 | 167 | 163 | 100 | 61 | 141 |
| Total | 50 | 15,360 | 10,209 | 8,38 | 5,453 | 7,586 |
| | | | | | | |

Appendix F: Research & Reference

| Category | % Change | FY22 | FY21 | FY20 | FY19 | FY18 |
|---------------------------------|-----------------|--------------|--------------|--------------|--------------|--------------|
| LUC Phone Calls | (25) | 49 | 66 | 81 | 122 | 156 |
| External Phone Calls | 166 | 64 | 24 | 61 | 54 | 92 |
| E-mails | 29 | 1,917 | 1,489 | 812 | 787 | 864 |
| Letters | 0 | 1 | 1 | 0 | 0 | 2 |
| On-site Researchers | 780 | 44 | 5 | 73 | 110 | 203 |
| ILL | 0 | 0 | 0 | 0 | 0 | 4 |
| Total Internal | <i>105</i> | <i>404</i> | <i>197</i> | <i>408</i> | <i>474</i> | <i>656</i> |
| Total External | <i>20</i> | <i>1,671</i> | <i>1388</i> | <i>619</i> | <i>599</i> | <i>653</i> |
| Total Research Inquiries | <i>31</i> | <i>2,075</i> | <i>1,585</i> | <i>1,025</i> | <i>1,073</i> | <i>1,309</i> |
| | | | | | | |
| # of Classes | 1600 | 17 | 1 | 27 | 23 | 32 |
| # of Presentations | 50 | 3 | 2 | 5 | 3 | 2 |
| # of Attendees | 590 | 345 | 50 | 663 | 523 | 524 |
| Total | 48 | 2,420 | 1,635 | 1,690 | 1,580 | 1,833 |

Transcribed interviews ingested into Preservica:

Gini, Al
Gamelli, Richrad
Golden, Yolanda
Grossman, Susan
Berlin, Barney
Akers, Paul
Adams, Kathleen
Wemple, Richard
Slowikowski, Eddie
McCabe, John
Cooney, Tom

Appendix H: Goals

In FY21 the Loyola Archives & Special Collections created a 5-year strategic plan based on the university's new plan with implementation to start in FY22. Specific objectives and strategies were created to guide the department's work. A review of these objectives and strategies will be conducted at the end of each fiscal year and an update on accomplishments provided.

FY22 Goals

Strategic Plan

The Loyola Archives & Special Collections has outstanding collections and dedicated personnel, but inadequate resources. LUCASC will prioritize its needs, improve resources, and create collaborative partnerships to carry out its mission. While certain local, national, and global constituencies consider the resources at LUCASC invaluable, the department generally has a low profile in the Loyola University Libraries and the rest of the university. This plan sets forth objectives to build on existing collaborations both in and out of the university and to raise local, national, and global awareness of LUCASC and the cultural heritage resources it is responsible for maintaining and making available to scholars.

Collections, Access & Description

LUCASC's collections are what differentiates the department from the University Libraries and other Special Collections at Loyola. The department includes University Archives, Special Collections, Congressional Archives, and the Rare Book Collection. Increasing access, revising and improving description, preserving, and expanding the collections in all formats are the major priorities of LUCASC.

Objectives

- Revise description used at LUCASC for inclusivity and accessibility
- Acquire materials in defined areas to support teaching and learning
- Acquire materials documenting Loyola University Chicago history, specifically focusing on the history and stories of diverse students, staff, and faculty
- Process and preserve current holdings according to archival standards
- Increase digital access to materials

Strategies

- Analyze, review, and revise descriptions for finding aids, catalog records, digital collections, etc., to be inclusive & accessible
- Review and revise processing manual, including guidelines for revised description
- Develop taxonomy with diverse and inclusive terminology to be used for description – *Ongoing*
- Review and revise templates for finding aids and processing plans
- Target areas for growth based upon teaching and learning use – *Ongoing. Next steps include survey of collections to determine strengths and weaknesses.*
- Prioritize processing university records – *Ongoing*

- Prioritize amplifying the voices of diverse students, staff, and faculty found in university records – *Ongoing priority is to uncover diversity in collections as they are processed.*
- Prioritize reviewing, revising, and uploading legacy finding aids - *Ongoing*
- Collaborate with internal and external partners on digital projects - *Ongoing*
- Expand collaboration with Library Systems, School of Environmental Sciences, and the Lakota Peoples Law Project on digital archives projects - *Ongoing*
- Increase awareness at the university about transferring all records – physical/electronic/audio-visual – to the university archives on a consistent schedule - *Ongoing*

University Strategic Plan Objectives Supported

- Care for whole person
- Extraordinary Academics & Research
- Global Connection
- Care for our world

Programs & Services

LUCASC staff provides numerous services to the Loyola community and other researchers, working in collaboration with faculty, staff, students, local and national consortia, and others. Programs help raise awareness of the department in the University Libraries and the university in general. Developing new programs and services and collaborating with faculty and others on such programs will help raise the profile of LUCASC.

Objectives

- Increase usage of LUCASC by classes and researchers
- Develop innovative opportunities for primary source research at LUCASC –
- Support research on and add to knowledge about Loyola’s Jesuit heritage

Strategies

- Develop innovative instruction activities for teaching about inclusivity/diversity/racism/inequalities, etc., by collaborating with teaching and library faculty members and the Institute for Racial Justice
- Collaborate with faculty on innovative class projects and/individual student projects – *Ongoing*
- Collaborate with faculty on digital and other exhibits highlighting Loyola’s Jesuit heritage – *Ongoing.*
- Develop innovative, funded, research fellowship open to Loyola and non-Loyola researchers – *Ongoing*
- Collaborate with Library Systems to develop new and innovative tools for use on projects by students, staff, faculty, and other collaborators
- Assess collaboration with Research and Learning on instruction sessions and developing digital teaching collections – *Ongoing*

University Strategic Plan Objectives Supported

- Care for whole person
- Extraordinary academics & research
- Global connections
- Care for our world

Staff & Funding

LUCASC has a dedicated staff of two full-time library faculty who manage approximately 15,000 linear feet of archival collections and over 21,000 volumes in the Rare Book Collection. This staffing level increased from one full-time staff member to two in 2007. The operating budget has not changed in approximately 10 years and there is limited funding for purchasing additions to the rare book collection. In order to continue growing the collections, programs, and the ability to work collaboratively on projects, innovative and creative opportunities for staffing and funding are required.

Objectives

- Increase funding to support the work of LUCASC
- Increase funding for acquiring, conserving, and digitizing items for the collections
- Creatively develop funding to support innovative research fellowships
- Add innovative assistantships to staff in the areas of inclusion and diversity
- Increase the number of student assistants, both graduate and undergraduate, working at Special Collections
- Increase the diversity of student assistants working at Special Collections, both in terms of backgrounds and the variety of departments at the university

Strategies

- Collaborate with library administration to increase operations budget for LUCASC
- Collaborate with library administration and others to acquire more funds for purchasing items for collections
- Create innovative assistantship/fellowship for archival inclusion and diversity to assist with developing instruction activities and programs
- Acquire funding to support assistantships/fellowships
- Acquire funding to support research fellowship and visiting scholar
- Increase funding to support up to 4 student assistants at a minimum pay rate of \$20/hour
- Revise job descriptions, advertise open positions more broadly via Handshake and other methods – *Ongoing*

- Hire an equal number of graduate students and undergraduate students to work as student staff – *Ongoing*

University Strategic Plan Objectives Supported

- Care for whole person
- Extraordinary academics & research
- Operational Excellence
- Care for Our world