

UNIVERSITY ARCHIVES

Prepared by Susan Hanf, Bro. Michael Grace, SJ, and Justin Pettegrew

PERSONNEL

Opening remarks by Br. Michael Grace, University Archivist

In a *Chicago Tribune* commentary, Georgie Anne Geyer responds to social theoretician Stephen Bertman's question, "Can a culture deprived of memory go on?" Geyer opines that, based on recent studies, America is losing its national identity. This is largely due to an increased dependence on forms and processes and a neglect of substance, that is, knowledge of our history.¹ Geyer's views on the status of the nation in relation to its memory correlate directly to the status of an institution and its memory. Memory, both personal and collective, is easily swayed by present-day emotions. It serves many masters and is easily misused. The Loyola University Archives serves as a guardian of historical record for its community. Under the guidance of University Archivist Br. Michael Grace, SJ, the Loyola Archives staff collects, preserves, and makes available University records so that Loyolans and Americans of today and the future may garner factual knowledge of this institution's past.

Student Staff

The past year marked the departure of two student assistants, Paul Djuricich and Frank Forts. Paul worked in the Archives for four years. In July 1999 he left to pursue a Pharmacy degree at Purdue. Frank completed a Masters Degree in History in May 1999. In August 1999 he departed for Georgia where he is studying for a Ph.D. in American History.

Susan Hanf began her service in the Archives in October 1998 while working towards a Masters Degree in Public History. In addition to processing the records of the History Department and University Administrative offices, she curates photograph displays, edits the web page, and prepared for the Midwest Archives Conference's Annual meeting of May 2000. In August 2000 she will leave the Archives for full-time employment at the Newberry Library.

Justin Pettegrew joined the Archives staff in August 1999. Justin holds a Masters Degree in History from Minnesota State and is enrolled in the American History Doctoral Program at Loyola. His contributions to the Archives include processing records of the Catholic Church Extension Society and the Office of the Provost, assisting with photograph displays, and helping with the Midwest Archives Conference Annual Meeting of May 2000.

¹ Georgie Anne Geyer. "Can a Culture Deprived of Memory Go On?" *Chicago Tribune*. 26 May 2000. 23.

ACCOMPLISHMENTS

Statement of Purpose

As the collective memory of Loyola University 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; and
- Provides access to the valuable rare book collection.

Accessions

Acquisitions proved fruitful this year with 115 linear feet of records. Many of the collections received significantly enhance the Archives' holdings and its usefulness to researchers. The largest collection obtained this year was that of the late Fr. Richard McCormick, SJ. McCormick taught at Loyola's Bellarmine School of Theology in North Aurora, Illinois, and its predecessor, West Baden College in Indiana. The Archives began arranging for the possession of these records after contacting McCormick in 1995. Due to the vast size of this collection, access will remain extremely limited until the University Archivist completes a preliminary inventory and finalizes an access policy that reflects the donor's wishes.

The Archives is also very grateful to have received the papers of former Loyola Professor and Dean of the School of Nursing, Dr. Imogene King. These records, received at the close of the year, will significantly augment the nursing records already in the Archives' holdings. They reflect a lifetime of dedication to teaching and nursing by Dr. King and the work of the Loyola School of Nursing during her tenure there.

A third significant collection acquired this year was eight record containers of material from The Gathering. The Gathering was an annual ministerial convention run independently of any diocesan or religious institution. After twenty-three years of convening in Chicago, The Gathering held its last meeting in 2000 and sought out the Loyola University Chicago Archives as a repository for its records and photographs. Collections such as this help the Archives

preserve not only the history of official University departments but also the community and religious context in which the University operates.

Processing

Processing records involves a careful and methodical sorting of all the materials received. Duplicates are removed and damaged or fragile papers are copied onto acid-free paper. The records are placed into acid-free folders that are labeled to reflect their contents. A list of the folder contents, called a container list or descriptive inventory, is created to allow staff and researchers to peruse the collection without unnecessary moving or handling of the records. As in previous years, the student Archives Assistants have diligently processed a variety of records. This year, the History Department records, as well as some records of History professors were processed. Students processed six archives boxes of records from the Communication department. In addition, six record containers of material from the Office of the Provost neared completion of processing upon the close of the year.

For some Archives materials, processing requires a different effort. This year, as in the past, the Archives sent the *Loyola Phoenix* (1999-2000) and the *Loyola World* (1999-2000) to be microfilmed. While the Archives retains the paper in its original format, the microfilm is available to all Library patrons in the periodicals Department at Cudahy Library. The Archives is also responsible for shelving, in an accessible manner, Master's theses and Doctoral dissertations after they arrive from the bindery. Two hundred and fifty-seven volumes were alphabetized and shelved this year.

Usage

When the staff is not processing records, they are assisting researchers. Loyola faculty, staff, and students who visit the Archives are joined by outside scholars and researchers pursuing their own studies or representing film companies and publishers. Two hundred and eighteen people required the on-site services of the Archives this past year. Notable work incorporating the Archives' holdings included Norman and Wilma Taylor's *This Train is Bound for Glory: The Story of America's Chapel Cars*, illustrated in part by twenty photographs from the Catholic Church Extension Society collection. The Great Projects Film Company of New York, London publisher Callmann and King, Ltd., and several Loyola Departments also employed Archives images in their works and displays.

The increasing commonality of technology in today's workplace has impacted the daily operations of the Archives. Researchers more frequently call in or e-mail their requests rather than employ the postal service or their feet. This creates a demand for more instant results, unfocused questions, and last-minute requests for image duplication. The increase in the requests for image and document reproduction prompted the creation of one-page Invoice and Loan & Duplication Agreement forms. These improve the Archives' ability to track use of the collections and to hold outside parties accountable for their use of Archives materials.

Another attempt to meet the advancement of technology in research is the Archives web page. With 818 web hits this year, an increase of 134 from 1998, the web page has become one of the most basic methods of communicating with potential researchers. Although the web page design

was implemented several years ago, it still serves the department well. A new use of the web page is to post changes in the daily hours as necessitated by holidays and staff shortages and to update the descriptions of services provided.

Projected Goals for 2000-2001

The Archives always holds as a goal the acquisition and processing of University records and materials pertinent to the university community. Additional projected goals for 2000-2001 include:

Secure intellectual control of the Richard McCormick, SJ and Professor Imogene King (School of Nursing) collections. This includes developing an access policy for the McCormick collection.

Develop a policy for University Departments that outlines the procedure for depositing records in the University Archives. This policy will be best utilized as part of a records-management program.

Develop and obtain approval for an on-site researcher schedule that provides specific hours for drop-in researchers with the remaining time reserved for research by appointment only.

Serve on the Midwest Archives Local Arrangements Committee for the 2001 Spring Meeting.

ACTIVITIES

The Archives staff has served the University and Archives communities in many ways. In August 1999 the Archives hosted part of Cudahy Library's new student orientation. Staff prepared several small photograph and document displays that highlighted student life at Loyola and showed a short video about the Madonna Della Strada chapel.

The entire staff was also very busy preparing for the spring Midwest Archives Conference (MAC) meeting, held annually in Chicago. University Archivist Br. Michael Grace and Julie Thomas of the Chicago Historical Society served as co-chairs for the Local Arrangements Committee. Loyola Archives Assistants Susan Hanf and Justin Pettegrew ran pre-registration and assisted the co-chairs in preparing for conference events.

In October, Br. Michael Grace, SJ attended the American Baptist Association conference in Green Lake, Wisconsin. He sat on a panel that discussed archival sources and their uses. In a separate session, he presented a brief history of the Catholic Church Extension Society, whose records are deposited in the Loyola University Archives. Br. Grace also sits on several University committees. He is a long-standing member of the Library Planning Council, he was recently appointed to the Library Board, and to the 130th Anniversary Committee.

AD MAJOREM DEI GLORIAM

University Archives
 Table 1: Phone Calls Received, July 1999 – June 2000

Month	Calls from within LUC	Calls from outside LUC	Total Calls
July 1999	27	42	69
August 1999	28	50	78
September 1999	36	55	91
October 1999	30	62	92
November 1999	23	31	54
December 1999	23	39	62
January 2000	44	63	107
February 2000	25	47	72
March 2000	42	71	113
April 2000	41	54	95
May 2000	23	47	70
June 2000	30	41	71
Totals	372	602	974

Table 2: E-mail Messages Received and Sent, July 1999 – June 2000

This reflects only e-mails regarding Archives holdings and services. It does not reflect general announcements sent to all Library or University staff nor does it account for e-mail regarding committees or projects in which the staff is involved but that are not strictly confined to the Archives services. From LUC is based on LUC e-mail addresses. E-mail Responses indicates only the number of responses to e-mails using e-mail.

Month	From LUC	From outside LUC	Total Received	E-mail Responses
July 1999	1	15	16	4
August 1999	2	5	7	0
September 1999	2	7	9	1
October 1999	2	8	10	2
November 1999	1	5	6	2
December 1999	0	4	4	2
January 2000	1	7	8	4
February 2000	0	2	2	2
March 2000	0	2	2	0
April 2000	2	7	9	5
May 2000	1	3	4	3
June 2000	3	4	7	2
Totals	15	69	84	27

Table 3: On-Site Researchers and Inquiries (Number of Visits)

Affiliated Visitors includes Loyola faculty, staff, graduate students, undergraduate students, and alumni. The figures for Affiliated and Non-affiliated Visitors represent the number of visits made by representatives of those groups.

Month	Visits to Use Archives	Visits to Use Rare Books	Total ←→	Affiliated Visitors	Non-affiliated Visitors
July 1999	16	0	16	14	2
August 1999	10	4	14	9	5
September 1999	26	2	28	26	2
October 1999	27	4	31	30	1
November 1999	27	2	29	24	5
December 1999	8	0	8	8	0
January 2000	11	5	16	11	5
February 2000	4	1	5	3	2
March 2000	25	5	30	24	6
April 2000	10	10	20	18	2
May 2000	6	1	7	4	3
June 2000	11	3	14	6	8
Totals	181	37	218	177	41

Table 4: Letters Received and Sent, July 1999 – June 2000

This reflects only mail regarding Archives holdings and services. It does not reflect general University mail nor does it account for mail regarding committees or projects in which the staff is involved but that are not strictly confined to the Archives services.

Month	Letters Received	Letters Sent
July	0	3
August	2	0
September	1	2
October	3	0
November	4	1
December	0	0
January	0	0
February	2	0
March	0	0
April	1	1
May	4	2
June	2	0
Totals	17	8

Table 5: Faxes Received and Sent, July 1999 – June 2000

Month	Received	Sent
July	2	4
August	0	3
September	0	0
October	1	1
November	1	1
December	0	0
January	2	1
February	1	0
March	1	0
April	0	0
May	0	0
June	0 or No Data	0 or No Data
Totals	8	10

Table 6: Web Page Hits, July 1999 – June 2000

Month	Hits
July (30 June – 28 July)	69
August (28 July – 25 August)	66
September (25 August – 29 September)	102
October (29 September – 27 October)	67
November (27 October – 24 November)	69
December (24 November – 5 January)	84
January (5 January – 26 January)	43
February (26 January – 23 February)	60
March (23 February – 29 March)	67
April (29 March – 26 April)	86
May (26 April – 31 May)	43
June (31 May – 28 June)	62
Total	818

Table 7: Accessions, July 1999 – June 2000

Item or Unit of Measurement	Number of Items or Units
Total Number of Accessions	28
Archives Boxes (ABs)	18.5
Records Containers (RCs)	108
Flat Boxes (FBs)	2
Total Linear Feet (ABs + RCs)	115
Irregular and Oversize Boxes	7
Video Cassettes	11
Audio Cassettes	14
Individual Photographs	3
Banners	2
Folders/Files	5
Binders	2
Rolls of Microfilm	5
Master's Theses & Doctoral Dissertations (Bound Volumes)	257 (Includes 7 two-volume works)
Loyola World (Bound Volumes)	1
Loyola Phoenix (Bound Volumes)	2
Other Bound Volumes	28

Table 8: Description and Date of Significant Accessions, July 1999 – June 2000

AB = Archives Box, equivalent to 0.3 linear feet

RC = Records Container, equivalent to 1 linear foot

Collection/Series Title	Date Received	Amount Accessioned	
		Units	Linear Feet
Executive Vice President, Office of	1 July 1999	5 AB	1.6
School of Business Administration	23 July 1999	1 RC	1.0
Honorary Degree (Fr. Ignacio Ellacuria, SJ)	24 July 1999	10 Video Cassettes	
Office of the Executive Vice President (R. E. Walker)	4 August 1999	2 RC, 2 AB	2.6
English Dept., Paul Messbarger	4 August 1999	1 AB	0.3
Office of Public Relations	11 August 1999	3 RC	3.0
History Dept., Hanns Gross	16 August 1999	3 Microfilm rolls	
Chancellor Emeritus, Office of (James F. Maguire, SJ)	20 September 1999	13 RC, 1 Irregular	13, n/a
Dean of the Law School (Judge John C. Fitzgerald)	28 September 1999	2.5 AB, 28 Bound Volumes	0.60, n/a
School of Social Work	19 October 1999	4 RC	4.0
Black World Studies Program, College of Arts and Science	26 October 1999	2 RC, 2 AB	2.6
Marcella Niehoff School of Nursing	18 November 1999	1 RC, 1 flat box	1, n/a
Staff Council. Early Retirement Party	23 November 1999	1 Video Cassette	
Oral History Project	3 December 1999	14 Audio Cassettes, 6 Transcriptions	
Fr. Richard A. McCormick, SJ	14 February 2000	58 RC, 3 Oversize, 3 Irregular	58, n/a, n/a
"The Gathering"	2 June 2000	8 RC	8.0
Sr. Imogene King, Ed.D, RN	5 June 2000	12 RC, 3 AB, 1 Oversize, 1 Flat	13.0
Office of the Executive Vice President	19 June 2000	2 RC	2.0

Table 9: Comparative Use Statistics, FY 1996 – FY 1999

The specific definitions used in obtaining the 1999-2000 figures did not necessarily apply to the data for the other years when it was collected or compiled for the annual reports of those years.

	1999-2000	1998-1999	1997-1998	1996-1997
Phone Calls-LUC	372	302	246	442
Phone Calls- external	602	467	283	383
E-mails received	84	65	36	No data
Letters Received	17	32	37	76
On-Site Researchers	218	237	242	304
Web Page Hits	818	684	No data	No data

