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Loyola University Chicago Archives & Special Collections

FY15 Annual Report

Table of Contents

University Archives & Special Collections	2
Access	2
Acquisitions.....	3
Processing	3
Reference	3
Electronic Records	3
Oral History Project	4
Outreach	4
Special Projects	5
Congressional Archives	6
Access	6
Acquisition	6
Processing	6
Reference	6
Outreach	6
Special Accomplishments	6
Staff.....	7
Appendix A: Reference Requests.....	8
Appendix B: Acquisitions	8
Appendix C: Processing	9
Appendix D: Catalog Records	9
Appendix E: CONTENTdm Collections	10
Appendix F: Internet Archive Webpage Downloads	11
Appendix G: Loyola eCommons Downloads	12
Appendix H: Social Media Stats	12
Appendix I: Oral History Project Interviews, 2014-2015.....	13
Appendix J: Oral History Project Transcriptions completed 2014-2015.....	14

University Archives & Special Collections

Each fiscal year the Loyola University Chicago Archives & Special Collections continues to increase access to collection while working on special projects, acquiring more collections, and promoting the use of archival and rare book collections. Departmental work continued in these areas during FY15 although the addition of two major projects – the implementation of a new ILS in Alma/Primo and preparation work for the upcoming renovation – limited the amount of time that could be spent on other work. This is reflected in a decrease in work such as the number of catalog records created. During the year total research inquiries increased over FY13 by 13.8%; the number of acquisitions increased by 50% with a 22.5% increase in the linear feet of materials received; the number of items in digital collections increased by 31.5%; and the number of presentations by staff decreased by 75% (due to the lack of large departmental presentations during the year).

Access

Providing access to collections continues to be the primary focus of the archives and special collections department. Staff members continue to add catalog records for archival collections and rare books to OCLC and Loyola's OPAC, and finding aids continue to be made available online in PDF format. Catalog records are continually reviewed and are updated or corrected as necessary. With the change in ILS to Alma/Primo, staff members have been working with technical services staff and library IT staff in order to best represent the items in Special Collections in the new catalog. This work will continue as library staff tweaks the new ILS.

Catalog Records

During the year 316 records were added to the OPAC, a 33.6% decrease over the previous year. Of these records 29 were for archival collections, 20 were original book records, and 173 were copy-catalog records. Ninety-four existing records were corrected. The drop in cataloging books and archival collections is a direct result of the six month implementation of Alma and Primo.

Finding Aids

Creating new finding aids and making them available online is a continuing project at the Archives & Special Collections. During the past year 16 finding aids were created and/or converted from legacy format and put online, an increase of 45% over FY14. In addition, more legacy finding aids were identified for reformatting and placing online in the near future.

Digital Collections

Five hundred items were added to the digital collections in CONTENTdm including 58 digitized volumes from the rare book collection. The Archives & Special Collections CONTENTdm collections now contain 4,038 items, which were viewed a total of 10,701 times during the year. Following are the collections that were added to:

- Loyola University Chicago Photographs 3 items
- Schoder – Ancient Greece 203 items
- Jesuitica 5 items
- CCES Photograph Collection 6 items
- Annual Awards Dinner Programs 61 items

- Columbian Exposition 16 items
- Century of Progress 50 items
- Poetry form the Rare Book Collection 4 items

Acquisitions

The number of acquisitions increased by 50% during the year with total number of linear feet acquired increasing by 22.5% to 158.18 linear feet. Notable acquisitions for the year include:

- Jack Mulqueen Productions records 22.5 lft
- Madonna della Strada artefacts and records 14 lft
- George Kaufman papers 12 lft
- Tassos Malliaris papers 7.5 lft
- Cuneo books 13.5 lft
- A 16th/17th century Jesuit seal .1 lft
- Oral History project, 22 interviews 35.57 GB

Processing

Approximately 63.5 linear feet were processed by the Archives & Special Collections during the year, a decrease of 36.3%. This is a direct result of staff spending the last 6 months of the fiscal year working on the Alma/Primo implementation and preparing for the renovation of the Special Collections area. Of special note is the fact that approximately 75% of the Dorr E. Felt collection is now processed including labor, Bolshevism, Felt & Tarrant records, highlights of History, domestic organizations and charities, and World War I.

Reference

More than 1,127 reference inquiries were received by the Archives & Special Collections during FY15, an increase of 13.8%. A total of 654 requests were received from internal (Loyola) users and 473 from external users. Among the external patrons was a Professor from Osaka, Japan, interested in the Raymond Biestek, S.J., papers. Once again most in-person requests were for archival collections (160) over rare books (57).

Electronic Records

During FY15 great strides were made in handling the electronic records which are received by the archives. Among the accomplishments were starting a subscription to Archive-It for the University Archives to archive Loyola's website in March of 2014 and receiving 5TB of additional network storage from University ITS.

Archive-IT

Although it took several months to tailor the service to our needs, the data collected reflects the growing reliance on electronic documents at the University. As of June 31st, 7,286,496 documents had been collected by Archive-It, the equivalent of 507 GB. For the

subscription year of March 2014-March 2015 56% of the document budget and 49.6% of the data budget was used with 191 websites being actively crawled. All websites crawled are created and maintained by Loyola University Chicago.

Extra Storage

In March 2015 ITS provided the University Archives with an additional 5TB of network storage space. Currently 1.72 TB of data is stored in that space. This data includes backups from three external hard drives, photographs, spreadsheets, Word documents, PDFs, oral history interviews, videos, and documents received via email. None of these materials have been processed or dealt with to ensure digital preservation. Instead, all files placed in this additional storage have been done so to ensure backups exist in case the external hard drives fail. Processing and digital preservation procedures have to wait until the appropriate tools are in place.

Oral History Project

During FY15 the Oral History Project graduate assistant conducted 22 interviews. Among those interviewed were Robert Bucholz of the History department, Linda Brubaker of the School of Medicine, Richard Gamelli of the School of Medicine, Al Gini from the School of Business, and Jay Williams from the Political Science department.

Outreach

Social media, presentations, and exhibitions continue to be the foundation for outreach conducted by the Archives & Special Collections staff. Usage of Facebook and Twitter continue to grow to inform people of the collections, however blog postings have been discontinued. Presentations to classes about the resources available at the Archives & Special Collections continue to grow as do presentations and meetings with departments and schools about transferring records to the University Archives. During the past year three presentations to classes were made and meetings were held with members of the School of Medicine about transferring records. The Archives & Special Collections also held two open houses during Archives month in October.

In addition to presentations and social media, the Archives & Special Collections has done several exhibitions in the Donovan Reading Room during the past year. These were a Jesuits and the Sciences, in relation to an exhibit, Crossings and Dwellings, at LUMA in fall of 2014; a nursing exhibit for the School of Nursing's dedication to the profession event; and an exhibit highlighting collections at the University Archives, Congressional Archives and Women and Leadership Archives during Archives month. Following the Archives month exhibition, which ended at the beginning of November so a faculty publications exhibition could be mounted, no archival exhibition has been done in the reading room due to the many and frequent leaks which have allowed water into the cases. No archival exhibit will be put in these cases until this problem is fixed.

Outside the Donovan Reading Room there has been one long-term exhibit on the history of Madonna della Strada. This exhibit was done in conjunction with the installation and blessing of the bells at Madonna della Strada.

Special Projects

Crossings & Dwellings exhibition

The Archives & Special Collections department loaned several items for the Crossings & Dwellings exhibition at LUMA from August – October 2014, including several books for the Jesuit Libraries room, St. Ignatius College and Cudahy Library photographs, cartoons and drawings from the Melville Steinfels papers, photographs and documents from the James Mertz, S.J., papers, and the first edition Spiritual Exercises and manuscripts documenting the expulsion of the Jesuits. The department was also instrumental in arranging for the loans of several items co-purchased with the Newberry Library for the exhibition.

Chicago Collections Consortium

For most of the year archives staff members worked on selecting, preparing, and delivering items for the first Chicago Collections exhibition.

Assistant University Archivist position

In July 2014 the library faculty position of Assistant University Archivist was approved. The position was posted and the then current Archives Associate, Ashley Howdeshell, applied for and was appointed to the position in August 2014.

Jesuit Library Project

Approximately 300 to 400 books were pulled from the Rare Book Collection and provided to the students working on this project for photographing. Extant library catalogs from 1875, 1902, and 1914 were scanned and made available online for this project as were St. Ignatius course catalogs from 1870 to 1920.

School of Social Work 100th Anniversary

Archives staff had a table at the School of Social Work 100th kick-off event for alumni on September 19th where alumni, faculty and staff helped identify people in photographs for the school. Archives staff also scanned photographs and provided fact checking for the 100th Anniversary booklet.

Torah Program

On October 30th the Archives & Special Collections department held an event on the history of Torah's and how they are created. This program was designed in conjunction with Patti Ray from Hillel, Devorah Schoenfeld from Theology, and Wiley Feinstein, from Modern Languages and had approximately 75 attendees.

Renovation

In March of 2015 Archives staff started preparing to move all collections out of rooms 218, 219 & 220 in anticipation of the area being renovated in 2016. April through June were spent moving all University Archives records from 219 and deck D to deck C before moving all Special Collections from 218, 219, & 220 to deck D. Plans were made for housing staff and providing patron reading room space while the renovation is underway. Meetings with facilities, SCB, and Elara to discuss renovation and do preliminary drawings resulted in several site visits.

ILS Implementation

Archives staff was involved with the implementation of Alma/Primo, especially with the decisions regarding locations codes for Archives & Special Collection items.

2014 National Collections Care Survey

Archives staff compiled information on the preservation of physical and electronic formats and entered the information into the 2014 survey.

Congressional Archives

Access

During FY15 the final series of the Rostenkowski papers was opened to researchers – the constituent/subject correspondence series. The Henry Hyde papers are currently undergoing processing in order to be opened October of 2016.

Acquisition

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

Processing

A total of 131 linear feet were processed during the year. The Rostenkowski papers were completed with the final 11.75 linear feet being processed and the Hyde papers were begun with 119.25 linear feet being processed. Nine finding aids were completed for the Rostenkowski papers and 14 finding aids were completed for the Hyde papers. The Rostenkowski finding aids are now available online.

Reference

Seven phone inquiries were received during the year, an increase of 11%; seven phone inquiries were received, an increase of 75% over FY14; and 3 in-person researchers used the Congressional Archives, a decrease of 70% from FY14.

Outreach

The Congressional Archives held three open houses during October 2014 and received 5 visitors during this time. A display of the Rostenkowski papers were created for this event.

An exhibit on the 1968 Democratic National Convention was created and put on display in the cases outside of the Congressional Archives.

An exhibit on archives, and Loyola's archives in particular, was put up in the first floor display cases in the Information Commons.

Special Accomplishments

There were no special accomplishments for FY15.

Staff

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

Ashley Howdeshell, MLS, CA, Associate Archivist

Laura Berfield, MLS, Political Papers Archivist

Student Workers

Andrew Paddock, Graduate Student Worker, University Archives

Griffin Moe, Student Worker, University Archives

Adam Widera, Oral History Assistantship

Liam Brew, Graduate Student Worker, Congressional Archives

Appendix A: Reference Requests

	% Change	FY15	FY14	FY13	FY12	FY11	FY10
Phone Calls (LUC)	28	146	114	132	97	95	105
Phone Calls (External)	10.6	83	75	96	67	91	73
E-mails	31.5	680	517	429	328	316	266
Letters	0	2	2	0	2	1	3
On-site Researchers	(22)	217	277	229	264	166	175
ILL	(100)	0	4	5	3	0	4
<i>Total Internal Requests</i>	20.8	654	541	471	459	360	344
<i>Total External Requests</i>	5.34	473	449	422	301	309	282
<i>Total Research Inquiries</i>	13.8	1127	990	893	760	669	626
# of Presentations	(75)	3	12	9	5	---	----
# of Attendees	(80)	36	182	186	123	----	-----

Appendix B: Acquisitions

	% Changes	FY15	FY14	FY13	FY12	FY11
# of Acquisitions	50	30	20	62	48	38
# of Linear Feet	22.5	158.18	129.11	243.35	358.92	221.02
# of Dissertations /theses	20.8	226	187	213	174	324
Electronic Records (MB/GB)	6563	35.57GB	546 MB (.53308 GB)	2.39 GB		

Appendix C: Processing

	% Change	FY15	FY14	FY13	FY12	FY11	FY10
LFT Processed	(8)	195.25	212.5	272.8	360.85	442.28	280.5
# of new Finding Aids	50	39	11	25	17	22	8
# of Finding Aids Converted	(100)	0	15	83	4	--	--
# of EAD Finding Aids created	--	0	0	0	5	--	--

Appendix D: Catalog Records

	% Change	FY15	FY14	FY13	FY12	FY11	FY10
Original Archival records	314.28	29	7	11	38	35	11
Original book records	11.11	20	18	24	0	12	---
Copy book records	(60.9)	173	443	141	119	30	--
Other materials	--		0	0	0	26	---
Records fixed	1075	94	8	0	0	0	---
Total	(33.6)	316	476	176	157	103	

Appendix E: CONTENTdm Collections

	% Change	FY15	FY14	FY13	FY12	FY11	FY10
Visits	(29)	18149	18704	99998	199375	24604	8087
Item Views	24.28	10701	8610	N/A	150856	28369	108151
# of Items	31.5	4038	3070	2777	2316	961	859
# of Compound Objects	105	782	381	230	71	55	57
# of JP2	28.4	3323	2587	2464	2219	872	776
# of JPG	420	26	5	26	26	26	24
# of items added	104.9	500	244	772	1355	102	859
# of Rare Books Digitized	(27.5)	58	80	0	4	0	

Appendix F: Internet Archive Webpage Downloads

	% Change	FY15	FY14	FY13	FY12	FY11
Loyolan	57.19	64469	41012	21828	7226	24
Dentos	39.37	11546	8284	4119	2053	0
Stritch School of Medici	63.76	6675	4076	1866	933	2
St. Ignatius Collegian	71.24	4175	2438	796	870	2
Loyola University Maga	63.8	3155	1926	711	402	0
Illinois Catholic Historic Review	35	9448	6997	4685	3677	794
Chicago	34	2192	1633	1034	958	125
Chicago magazine	27.7	235	184	132	128	29
McVickers	21.4	221	182	125	145	24
Doomed City	33.48	574	430	281	349	52
History of Chicago	44.11	490	340	164	219	33
Towers	(58.6)	421	1017	618	421	0
Echo	(58)	89	212	96	89	0
Tourists Guide	35.9	367	270	162	219	31
Chicago and Its Resourc	30.58	1251	958	681	697	99
Total	50.5	105,308	69,959	37,298	18,383	1,215

Appendix G: Loyola eCommons Downloads

	% Change	FY15	FY14	FY13
Loyolan	25.9	529	420	303
Dentos	19.25	1423	1697	1778
Stritch School of Medicine Yearbooks	38.22	264	191	379
St. Ignatius Collegian	14.34	1052	1147	922
Loyola University Magazine	(38.8)	11	18	24
Illinois Catholic Historical Review	10.78	822	852	841
Rome Center Yearbooks	76	8130	4619	3659
College of Commerce Yearbooks	(44)	133	239	183
Total	34.64	12,364	9,183	8,089

Appendix H: Social Media Stats

	% Change	FY15	FY14	FY13	FY12
Facebook Likes	20.83	493	408	291	91
Twitter Followers	19.80	617	515	390	179

Appendix I: Oral History Project Interviews, 2014-2015

Name	Date	Location
Office of the President		
1	David Prasse	11/22/2013 Burrowes Hall, LSC
2	Michael Garanzini	11/13/2013 Burrowes Hall, LSC
3	Wayne Magdziarz	11/6/2013 Lewis Towers, WTC
Office of the Provost		
4	John Pelissero	11/25/2013 Burrowes Hall, LSC
5	John Frendries	2/18/2014 Cudahy Library Rm 201, LSC
Quinlan School of Business		
6	Kathleen Getz	11/11/2013, 1/22/2014 Maguire Hall, WTC
7	George Kaufman	9/27/2013 Maguire Hall, WTC
8	Susan Ries	9/26/2013 Maguire Hall, WTC
9	Mary Ann McGrath	9/30/2013 Maguire Hall, WTC
10	Louis Cain	10/31/2013 Information Commons, LSC
11	Timothy O'Connell	1/29/2014 Cudahy Library Rm 201, LSC
12	John Boatright	10/16/2013 Maguire Hall, WTC
13	David Mirza	4/1/2014 Maguire Hall, WTC
School of Education		
14	Janet Pierce-Ritter	12/11/2013 Lewis Towers, WTC
15	Ann Marie Ryan	11/4/2013 Lewis Towers, WTC
16	Dorothy Giroux	12/2/2013 Granada Center, LSC
17	Diane Schiller	12/13/2013 Granada Center, LSC
18	Terry Williams	10/21/2013 Lewis Towers, WTC
19	Steven Brown	5/14/2014 Lewis Towers, WTC
20	Martie Wynne	5/27/2014 Lewis Towers, WTC
Marcella Niehoff School of Nursing		
21	Karen Egenes	3/4/2014 BVM Hall, LSC
College of Arts and Sciences		
22	Kathleen McCourt	10/28/2013 Private Residence, Evanston, IL
23	Kathy Hills	2/11/2014 Cudahy Library Rm 201, LSC
24	James Keenan	2/3/2014 Crown Center, LSC
25	Jeffry Mallow	4/8/2014 Cudahy Library Rm 201, LSC
26	Frank Fennell Jr.	6/3/2014 Crown Center, LSC
University Libraries		
27	Carol Franklin	9/3/2013 Information Commons, LSC

Student Organizations

28 Patti Ray 10/23/2013, 11/21/2013, 12/12/2013, 1/28/2014 Information Commons, LSC

Center for Ethics and Advocacy in Healthcare

29 Sister Peggy McDonnell 6/29/2014 Cudahy Library Rm 201, LSC

Appendix J: Oral History Project Transcriptions completed 2014-2015

2014-2015 Transcripts Completed

Michael Garanzini, S.J. (President)
Wayne Magdziarz (President's Office)
John Pelissero (Provost)
Ted Stone (IPS)
Evelyn Whitehead (IPS)