

Kathy Young, University Archivist/Curator of Rare Books

September 12, 2018

Loyola University Chicago Archives & Special Collections

FY18 Annual Report

Table of Contents

History	2
The Collections	2
FY18	3
Access	3
Acquisitions.....	5
Processing	6
Reference	6
Class Visits & Presentations.....	6
Electronic Records	8
Oral History Project	8
Outreach	9
Special Projects	9
Congressional Archives	10
Access	10
Acquisition	10
Processing	10
Reference	11
Outreach	11
Staff	12
FY18 Goals	13
FY19 Goals	15
Appendix A: Reference Requests	16
Appendix B: Acquisitions	17
Appendix C: Processing	18
Appendix D: Catalog Records	18
Appendix E: Digital Special Collections	19
Appendix F: Internet Archive Collection Views	20
Appendix G: Loyola eCommons Views	21
Appendix H: Social Media Stats	21
Appendix I: Oral History Project Interviews, AY 2017-2018	22

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 served in until his death in 1940. Upon Fr. Mortell's passing, Fr. William T. Kane, SJ, Library Director, took over 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 collection of Loyola Jesuit and University history continued without a dedicated University Archivist. 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.

The Collections

Divided into four sections, 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 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, Chicago history, and Catholic history. 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 to the University. And the Rare Book Collection collects, preserves, and makes available rare books from the 13th century onward in areas including 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.

In the summer of 2018, a physical count of the holdings of the Loyola University Chicago Archives & Special Collections began. The count of the Rare Book Collection finished during this time; however, the count of the archival collections is only in the beginning stages. Below is a summary of the Rare Book Collection count.

Total number of volumes:	20,470
Total Dewey:	4,813
Total Library of Congress:	11,779
Total National Library of Medicine:	1,285
Total uncataloged:	3,605 (mainly the Garry Wills collection)

Top five subjects in the collection:

- Literature
- Philosophy
- History
- Religion
- Science

A physical count of archival collections is underway for FY19. A survey of accessions since 1980 was completed along with a determination of how many of these are discoverable using the new Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries by the SAA-ACRL/RBMS Joint Task Force. Since the accession log began in 1980, 1,711 accessions have been entered. Four hundred and three of these accessions are discoverable online through websites, library catalogs, or both. They are discoverable through the archives website, Loyola library catalog, WorldCat, Explore Chicago Collections portal, Catholic Research Resource Alliance portal, ArchivesGrid, and the National Library of Medicine Finding Aid Consortium. Following are the current number of each category from the SAA-ACRL/RBMS guidelines that are discoverable.

Archival/manuscript collections	271
Oral History collections	15
Photograph collections	3
Visual materials (broadsides)	33
Scrapbooks	43
Published material	28
Other manuscripts	4
Music (sheet music)	4
Deposit/loans (St. Bernard's)	3

FY18

During Fiscal Year 2018, the Loyola University Chicago Archives & Special Collections saw significant increases in the areas of class visits and projects, digital accessions, and website and digital collection usage. While overall numbers for research use decreased slightly, this likely resulted from the increased demand for staff time and space dedicated to class visits and projects. Visitors to the archives website increased dramatically in spring 2018, the result of an increased demand for information about Loyola as the Men's Basketball team advanced to the Final Four of the NCAA Tournament, participation in the "Color Our Collections" project, and the redesign of parts of the website to make information more accessible. Digital accessions increased significantly due to large accessions received from the Athletics department and University Marketing and Communications; the digitization of approximately 130 reel-to-reels, videos, and films; and the transfer to collecting electronic theses and dissertations instead of physical volumes. All of these, along with project planning for Loyola's upcoming Sesquicentennial Anniversary, contributed to a very busy year at the archives.

Access

Improving access to collections continues to be one of the primary focus of the Loyola Archives & Special Collections. Archival collections, rare books, and other book collections continue to be cataloged and added to OCLC and the Loyola Libraries catalog. New finding aids are continually uploaded to the archives' website and metadata is constantly improved for online finding aids. Catalog records are reviewed and updated or corrected as necessary and staff members continue to work with technical services and library systems in order to provide the best possible descriptive catalog records for Special Collections materials in Alma and Primo. In addition, submission of finding aids to subject

specific finding aid consortia when appropriate has helped to broaden the potential audience for our collections.

Catalog Records

During the year fifteen (15) original archival collection records, thirty-nine (39) original records for books, and three hundred and five (305) copy catalog records for books were created. Maintenance of the collection records included seventy-two (72) item records fixed, forty-six (46) records were marked for CRRRA inclusion, and five (5) records were marked for CCC inclusion. Sixty-two (62) call numbers were created and/or reclassified from Dewey Decimal to LC. Finally, a project to make “bound-withs” more accessible in the catalog by linking them to their parent record occurred was brought to the department by MAC. To-date, a total of three hundred and ninety-two (392) “bound-withs” have been related.

Finding Aids

Fifteen (15) finding aids were created and put online during FY18. In addition, an assessment of preliminary lists for institutional records was conducted to determine the ease of putting them online without significant changes. The majority of the collections with preliminary lists will need additional work before being ready to make available online.

Completed this year was a review and updating of the metadata for the finding aids online. Metadata was corrected or added for finding aids and the updated files replaced the older versions online. Two hundred and thirty-seven (237) finding aids were reviewed, updated, and replaced. Approximately 100 finding aids, including the inventories for the Schoder slide collection, remain to be completed during FY19.

Approximately fifty (50) finding aids were submitted to the History of Medicine Finding Aids Consortium, a discovery tool organized and provided by the U.S. National Library of Medicine - <https://www.nlm.nih.gov/hmd/consortium/index.html> . As of May 2018, links to all fifty finding aids can be found on the website, thus further improving access to these collections.

Digital Collections

The move from ContentDM to Preservica is underway at the University Archives. To date, nineteen (19) collections, mainly photographs, have been ingested into Preservica although the more complex collections with compound objects are still being worked on. The Assistant University Archivist is working closely with library systems on this project as well as trying to find a good way to ingest audio and film into Preservica.

Loyola University Chicago Archives & Special Collections now captures 213 URLs of the Loyola University Chicago web presence in Archive-It. One of the newest collections is that documenting the Men’s Basketball Team’s NCAA Tournament run during 2018 March Madness. This collection contains three hundred and eight (308) URLs.

Digital records continue to increase as a component of the records transferred to the University Archives. Athletics transferred 4.5 TB containing 2013 commencement and 2018 NCAA Tournament footage and clips. University Archives reel-to-reel tapes and films were digitized

resulting in 1 TB, and 10 GB of photographs of Lake Shore Campus were received from Adrian Kocurek, a retired member of the Facilities staff.

Notable accomplishments for the year include the creation of a 2018 March Madness digital submission site using Omeka, which is available at <http://specialcollections.luc.edu/exhibits/show/ncaa-2018> . Students, faculty, alumni and others have contributed two hundred submissions of images, videos, and stories about Loyola’s NCAA Tournament run. A significant increase in traffic to the University Archives & Special Collections website and digital collections occurred during the NCAA Tournament. March alone saw 54,010 visits to the Loyola Traditions online exhibit - <http://www.lib.luc.edu/specialcollections/exhibits/show/loyola-traditions> - with the page receiving the most visits being the “Why Ramblers?” page, an explanation of the how Loyola’s teams got the name “Ramblers”.

In addition, notable for FY18 was the start of Sesquicentennial projects, specifically the digital exhibit about Raymond C. Baumhart, SJ, Loyola’s longest serving president - <http://libapps.luc.edu/digitalexhibits/s/ramond-c-baumhart-s-j/page/home> . Bianca Barenas, one of the University Archives student workers, created this exhibit.

Acquisitions

Yearly acquisitions range from 200 to 600 or more linear feet depending on the collections brought in. For FY18, 235.2 linear feet of materials were received. This material was divided between University Archives and Special Collections – 114.69 linear feet of University records and 120.52 linear feet of Special Collections. Approximately 9 TB of electronic records were transferred to the university archives, not including electronic theses and dissertations.

Notable archival collections acquired for the year include:

- Dan Rostenkowski papers 69 lft
- CURL records 28.5 lft
- Helmuth Fuchs papers 4 lft
- Stritch School of Medicine records 21 lft
- Scott Stantis papers 13.25 lft
- Athletics department records 5 lft
- Athletics department – 2013 graduation 4TB
- Athletics department – 2018 NCAA Tournament .5TB
- Adrian Kocurek Photograph Collection 10 GB

Rare Books

During FY18, \$46,896 of the available \$104,409 was spent on additions to the rare book collection. This money came from several sources including the University Libraries Rare Book Fund (endowment from Stuart Rose); Michalak endowment (Thomas and Jo-Ann Michalak endowment); Titanic fund (money raised by the bi-annual library gala); and a \$150,000 gift from Stuart Rose for purchasing rare books. Sixty-four (64) books were purchased in areas such as British 19th century literature, Chicago and Illinois history, Jesuitica, travel logs, cookbooks, 19th century Jesuit North American missions, and reference books in order to support teaching at Loyola.

Processing

Staff processed almost one hundred and twelve (111.57) linear feet during FY18. The slight decrease in the amount processed reflects the increase in class visits and projects throughout the year. Collections processed during the year include:

- George Kaufmann papers 61.63 linear feet
- Loyola Press Releases 11.3 linear feet
- William Krolikowski, S.J., papers 18.05 linear feet
- William Krolikowski, S.J., Dean records 1.25 linear feet

The George Kaufmann papers highlight his teaching and writing career at Loyola in addition to his over 30 year involvement with the Shadow Financial Regulatory Committee. The Loyola Press Releases span from 1935 to 1997 and are now accessible for the first time. These will be helpful for research regarding the Sesquicentennial. The Krolikowski papers highlight his teaching career at Loyola and his time as dean of the College of Arts and Sciences, also important for research regarding the Sesquicentennial.

Reference

FY18 saw a slight decrease in the number of research inquiries received by the department, however asking a question of the archivist became easier for people through the new “Ask the Archivist” link on the website. The archives received approximately 1,309 inquiries with the number of internal Loyola queries and external queries almost equal. The number of requests for archival collections surpassed the number of requests for rare books. A contributing factor to this was the increase in use of archival collections for class projects.

Class Visits & Presentations

FY 18 saw an increase in class visits and projects that Archives staff has finally been able to determine the limit in the number of classes conducted through the year. By the end of the academic year, thirty-two (32) classes had come to the

archives, four of which worked on projects during the fall or spring semesters. These classes resulted in four hundred and seventy (470) students coming to the Loyola Archives & Special Collections. Among the classes that came to the archives were:

UCLR (5 classes)

History 299

History 479 – Public History Media

History 300 – Ramonat

History 484

History 482

Arrupe US to 1865 (1 class)

Arrupe US since 1865 (2 classes)

Arrupe Western Civ to 17th century (2 classes)

Criminal Justice Special Topics seminar

English 323

English 478

English 310

English 413

French 270 (4 classes)

French 271

Nursing 513

Theology 190

Theology 272

History 479, History 484, French 270, and History 482 worked on projects at the archives.

Two presentations were delivered during the academic year. First, the University Archivist/Rare Book Curator gave a lunchtime talk on 19th century Victorian travel logs in the Rare Book Collection for the Loyola University Chicago Victorian Society annual conference. This gave the University Archivist/Rare Book Curator a chance to talk about a little known facet of the collection. Second, the governing council of the Emeriti Faculty Caucus visited the University Archives to discuss what types of materials the archives collects. Several emeriti faculty have already started contributing items to the archives following this meeting.

Electronic Records

During FY18, progress was made in handling the electronic records generated by the University and transferred to the archives. The University Archives continues to use Archive-It to document the University's web presence and capture documents that might not otherwise make it to the archives. Work continues on the BitCurator and the implementation of a full digital preservation system, Preservica, will continue into FY19.

Archive-IT

The rollout of version 5.1 of Archive-It improved crawls and reduced instances of incomplete captures. New tools developed by Archive-It allow for a more complete capture of University websites with embedded video and audio, and fixed several issues with the capture of the complicated Athletics website. The Archives is currently crawling 214 URLs within Loyola's web presence.

A new collection was created to capture the media attention around the Men's Basketball Team NCAA Tournament run. Called "2018 March Madness - Loyola Men's Basketball Team NCAA Tournament Final Four Run", this collection contains 308 URLs and has been crawled multiple times to ensure a complete capture.

BitCurator

In FY17, a BitCurator machine was installed in the University Archives and a graduate assistant in library systems, Asmina Akram, created a workflow document for the software. A problem with either the computer itself or the BitCurator software led to the machine being sidelined. Further investigation revealed that a more powerful computer was needed to successfully run the BitCurator software. A new PC to run BitCurator was purchased with year-end money.

Preservica

The University Libraries' Preservica subscription went active in October 2016. The focus of the work in Preservica for FY18 was migrating digital collections from ContentDM into Preservica with metadata intact. To date, University Archives has migrated 19 digital photograph collections into Preservica with Dublin Core metadata. Work will continue on migrating collections from ContentDM that contain compound objects, like the Rare Books and Michalak collections. A sample collection from the digitized AV collections for the Sesquicentennial Celebration has been ingested, but work continues on learning to use the PBCore metadata schema for our AV materials in Preservica. Work continues on establishing workflows and procedures and creating an easy to navigate public front.

Oral History Project

During FY18, the Oral History Project graduate assistant reviewed and organized project documentation from previous years, completed a new inventory of the current Loyola oral history project, completed an inventory of the previous Loyola oral history project, and

updated guidelines for the project for all succeeding graduate assistants to follow. In addition, he conducted 14 interviews and transcribed 3 interviews. A list of interviewees for FY2018 is available in Appendix I.

Outreach

Chicago Open Archives

Chicago Open Archives – Hosted 3 open houses on Oct. 17th, 27th, and 31st totaling 20 attendees. Materials out for view included Stritch medical instruments, new rare book acquisitions, Victorian literature, and archival collections and rare books for our traditional Halloween open house.

Loyola University Victorian Society Annual Conference

A display highlighting Victorian literature in the Rare Book Collection was available during the LUVS annual conference in October 2017 and the University Archivist spoke about Victorian travel logs in the Rare Book Collection.

Niehoff School of Nursing Pinning Ceremony

A display highlighting Nursing at Loyola was put in the Donovan Reading Room cases for the Dedication to the Profession Ceremony in November 2017.

Special Projects

Bishop Francis C. Kelley papers

Archives staff is working with the Extension Society and the Diocese of Oklahoma City to digitize and make accessible the papers of Bishop Francis C. Kelley, founder of Extension Society, that are located in the Diocese of Oklahoma City's archives. Extension Society has provided a grant to the Diocese to digitize the materials. The Loyola University Chicago Archives & Special Collections will receive the digital files and store them in Preservica. Access to the files will be through Preservica's universal access and the Loyola Archives' website.

Digital Edition of *Common Sense*

Work continues on the digital edition of the 1st British edition of *Common Sense* owned by Loyola. Archives staff are working with the graduate students responsible for this project on transferring it from the Center for Textual Study and Digital Humanities' server to the libraries' server.

HIST 479 New Media class grant proposal project

Archives staff worked with Dr. Kyle Roberts and his class on projects resulting in preliminary grant proposals. Archives staff suggested projects, assisted students in accessing materials, reviewed drafts throughout project, made suggestions, and reviewed final grant proposals.

Man Into Woman project

Archives staff continued to assist Dr. Pamela Caughie and her students in digitizing books for her Man Into Woman project.

Stack Deck Floors

Moved items off bottom shelves on the stack decks and moved the map cases in order to provide access for workers removing carpet and refinishing marble flooring in area.

UMC Audio-Visual records

Worked with UMC to gain access to two of their servers containing 26 TB of photos and videos prior to their transfer to the University Archives.

NCAA Tournament

Acquired digital and physical items documenting Loyola's Men's Basketball Team during the 2018 NCAA Tournament. Answered inquiries from public and press relating to Loyola's history and basketball.

Sesquicentennial Anniversary

Archives staff worked with Dr. Pat Mooney-Melvin and Dr. Kyle Roberts on submitting proposal for funding Sesquicentennial Scholars to work in the archives on projects for the anniversary.

Visiting Scholar

In March and April 2018 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.

Congressional Archives

Access

The Rostenkowski papers and the Hyde papers are now open to researchers with the exception of restricted series. The Hyde papers opened as scheduled on October 6, 2016.

Both the Rostenkowski and Hyde papers contain restricted series that are closed per House of Representative rules in addition to general materials containing sensitive information, such as medical records and transcripts, which are restricted according to Federal law and/or University Archives policy.

The Hyde papers include general materials containing sensitive information that are restricted according to Federal law and University Archives policy in addition to House of Representative rules.

A review of the Hyde and Rostenkowski papers began in FY18 in order to determine what restricted materials can be opened to researchers. This review is ongoing with the goal of completion by the end of FY19.

Acquisition

Approximately 69 linear feet of materials for the Rostenkowski papers were acquired during FY18. These acquisitions came when the family began preparing the family home for sale.

Processing

No processing occurred during FY18

Reference

During FY17 there was seven (7) research inquiries made. Four appointments were made resulting from the research inquiries; however, all were cancelled prior to the reserved day and time.

Outreach

The Rostenkowski and Hyde papers have been incorporated into presentations made by the University Archivist and Assistant University Archivist.

Staff

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

Ashley Howdeshell, MLS, CA, Assistant University Archivist

Student Workers

Bianca Barcenas, August 2017 to August 2018

Bianca started at the University Archives & Special Collections as an intern during summer 2017. She impressed Archives staff so much during her internship that she was hired as a student worker for her senior year (2017-2018). Bianca is one of the few undergraduates ever hired at the University Archives & Special Collections. She is now a candidate for an M.A. in Public History at Loyola.

Bryan Morley, August 2017 to current

Bryan started at the University Archives & Special Collections in August of 2017. He is a candidate for an MA in Public History.

Stephen Petrie, August 2017 to May 2018

Stephen served as the Graduate Assistant in Oral History during FY18. Steve organized the records of the oral history program in addition to interviewing faculty, staff, and alumni for the project, and writing guidelines for succeeding graduate assistants to follow.

FY18 Goals

1. Establish workflows and metadata standards for University Archives portion of Preservica by May 31, 2018 - *Completed for some collections but ongoing for others such as audio-visual collections and collections with compound objects.*
 - a. Transfer 2 to 5 CONTENTdm collections to Preservica by February 28, 2018. - *Completed. Collections migrated include CCES Chapel Boats, CCES Chapel Wagons, CCES Motor Chapels, Loyola University Photograph Collection, Chicago, Loyola Academy*
2. Process digitized A-V materials and upload to Preservica by January 31, 2018. - *Not completed. Waiting for metadata librarian to help with establishing workflows and PBCore metadata schema.*
3. Outreach
 - a. Continue class usage of archives by having 2 to 4 classes visit the archives per semester - *32 classes visited Special Collections during the academic year.*
 - b. Promote collections through open houses and displays by having 2 displays in cases and 3 to 4 open houses by June 30, 2018 - *Three open houses were held in October 2017; a display of rare books was available at the Loyola Victorian Society Annual Conference in October 2017; and an exhibit for the School of Nursing Dedication to the Profession ceremony was mounted in the Donovan Reading Room cases in November 2017.*
4. Garry Wills library
 - a. Select and move volumes to deck E by June 30, 2018 - *Ongoing. Almost half of the collection has been moved to deck E.*
5. Complete inventory of Athletics records in Norville by end of December 2017 - *Ongoing. The archives class inventoried the storage room at Athletics, which holds most of the older records for the department. Ashley is inventorying the electronic records held by staff.*
6. Update collection location tools by March 31, 2018 - *In process. Progress was delayed due to the refinishing of the floors in the stack decks which necessitated moving items off the lowest shelves and from the map cases. Areas have been almost completely returned to the previous storage state. Once completed, the location finders will be updated.*

7. Create strategic plan for disseminating Loyola history for 150th anniversary by May 30, 2018 including - *Start has been made on planning projects. Staff worked with Dr. Pat Mooney-Melvin, Dr. Kyle Roberts, and WLA staff to draft a successful proposal to support Sesquicentennial Scholars for 3 years to work on projects.*
 - a. Additional webpages for Loyola history - *Ongoing*
 - b. Determining best way to put oral histories online - *Ongoing. Will probably be in Preservica but need assistance from Metadata Librarian with PBCore schema.*
 - c. Plan exhibit for Donovan reading room - *Discussion is underway with Dr. Elizabeth Fraterrigo about her museum studies class participating in planning such exhibits.*
 - d. Process 3 to 4 departmental record series - *Completed. University Press Release collection; Krolikowski – Dean of College of Arts and Sciences records; and Theatre department records have been completed.*
 - e. Investigate possibility of publication for 150th – *Sesquicentennial committee is considering if there is enough time to do something*

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.
 - b. Create 2 new online exhibits highlighting Loyola history
 - c. Migrate 2 online exhibits to Omeka S
 - d. Work with museum class on exhibit plan for Sesquicentennial
2. Preservica
 - a. Finish migrating University Archives collections from ContentDM to Preservica
 - b. Ingest Francis C. Kelley papers and make available
 - c. Ingest 20 oral histories as a test batch
 - d. Ingest digitized audio-visual materials on Jesuit and Loyola history
3. Update collection location tools
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> .

Appendix A: Reference Requests

	% Change	FY18	FY17	FY16	FY15	FY14	FY13
Phone Calls (LUC)	<i>(35)</i>	156	243	167	146	114	132
Phone Calls (External)	<i>(14)</i>	92	107	93	83	75	96
E-mails	<i>22</i>	864	708	729	680	517	429
Letters	<i>200</i>	2	0	0	2	2	0
On-site Researchers	<i>(27)</i>	203	278	248	217	277	229
ILL	<i>300</i>	4	1	0	0	4	5
<i>Total Internal Requests</i>	<i>(17)</i>	656	796	683	654	541	471
<i>Total External Requests</i>	<i>20</i>	653	546	555	473	449	422
<i>Total Research Inquiries</i>	<i>(2)</i>	1309	1342	1238	1127	990	893
# of Classes	146	32	13				
# of Presentations (non-class)	<i>(50)</i>	2	4				
# of Attendees	48	524	354				

Appendix B: Acquisitions

	% Change	FY18	FY17	FY16	FY15	FY14	FY13
# of Acquisitions	<i>(20)</i>	42	53	41	30	20	62
# of Linear Feet	<i>(20)</i>	235.2	294.67	894.74	158.18	129.11	243.35
# of Dissertations /theses	<i>13</i>	220	195	0	226	187	213
Electronic Records Received (MB/GB)	<i>14</i>	5.5TB (953 MB*)	43.85 GB (839.43MB*)	22.96 GB	35.57GB	546 MB (.53308 GB)	2.39 GB
Archive-IT Total Data (GB)	<i>(19)</i>	410 GB	508.8GB	437.2 GB	507.4 GB		
Archive-IT Total Documents	<i>41</i>	12,106,018	8,616,208	9,446,479*	7,287,453		

*953MB represents 220 theses and dissertations received electronically in compressed files. If uncompressed, these files would result in approximately 4 to 5 TB of data. Currently there is no room on the present server or in Preservica to store these files uncompressed.

Electronic records received:

Athletics 4 TB

Media Preserve 1 TB (digitized audio-visual items)

Athletics 500 GB (NCAA Tournament)

Adrian Kocurek 10 GB (Lake Shore Campus photographs)

Appendix C: Processing

	% Change	FY18	FY17	FY16	FY15	FY14	FY13
LFT Processed	<i>(2)</i>	111.57	113.735	50.38	195.25	212.5	272.8
# of new Finding Aids	<i>(21)</i>	15	19	2	39	11	25
# of Legacy Finding Aids Converted		0	12	0	0	15	83
# of Finding Aids with metadata fixed/added		226					

Appendix D: Catalog Records

	% Change	FY18	FY17	FY16	FY15	FY14	FY13
Original Archival records	<i>(46)</i>	15	28	10	29	7	11
Original book records	<i>255</i>	39	11	78	20	18	24
Copy book records	<i>626</i>	305	42	716	173	443	141
Other materials		0	0	0	0	0	0
Records fixed	<i>(38)</i>	54	88	79	94	8	0
Marked for CRRA	<i>92</i>	46	24	303	--	---	---
Marked for CCC	<i>(28)</i>	5	7	75	---	---	---
Item records added	<i>(36)</i>	72	113	89	---	---	---
Total	<i>71</i>	536	313	1275	316	476	176
#records sent to CRRA portal		0	3749	3694			
#records sent to CCC portal		0	91	0			
# call numbers created		62					
# of bound-with records related		392					

Appendix E: Digital Special Collections

<u>Omeka</u>	% Change	FY18	FY17				
Views	<i>340</i>	86706	19203				
Unique Views	<i>481</i>	65595	11283				
<u>Archive-It</u>							
Views	<i>182</i>	4873	1726				
Unique Views	<i>71</i>	2129	1246				
# of Rare Books Digitized		0	2	0	58	80	0

Appendix F: Internet Archive Collection Views

	% Change	FY18	FY17	FY16	FY15	FY14	FY13
Loyolan	<i>124</i>	139544	62364	58649	38083	26386	14626
Dentos	<i>212</i>	24096	7714	12560	5328	6218	2066
Stritch School of Medicine	<i>124</i>	15017	6704	6358	3534	3141	935
St. Ignatius Collegian	<i>118</i>	7522	3453	3290	2533	1642	72
Loyola University Magazine	<i>87</i>	6304	3365	2263	1538	1617	309
Illinois Catholic Historical Review	<i>20</i>	15094	12614	1170	4253	5195	1802
Chicago	<i>191</i>	3047	1046	1799	760	1432	201
Chicago magazine	<i>224</i>	347	107	185	84	151	33
McVickers	<i>311</i>	337	82	210	43	178	4
Doomed City	<i>209</i>	1127	365	605	160	414	16
History of Chicago	<i>198</i>	1158	388	567	172	318	22
Towers	<i>136</i>	3308	1403	1461	400	820	197
Echo	<i>37</i>	738	532	80	116	205	7
Tourists Guide	<i>172</i>	546	201	289	123	244	26
Chicago and Its Resources	<i>208</i>	1860	604	1062	376	875	83
Total	<i>118</i>	220045	101030	91014	57790	77020	20597

Appendix G: Loyola eCommons Views

	% Change	FY18	FY17	FY16	FY15	FY14
Loyolan	<i>16</i>	951	817	490	529	420
Dentos	<i>78</i>	1263	708	876	1423	1697
Stritch School of Medicine Yearbooks	<i>41</i>	389	275	258	264	191
St. Ignatius Collegian	<i>54</i>	199	129	199	1052	1147
Loyola University Magazine	<i>(63)</i>	6	16	20	11	18
Illinois Catholic Historical Review	<i>346</i>	1370	307	402	822	852
Rome Center Yearbooks	<i>(30)</i>	3267	4698	5082	8130	4619
College of Commerce Yearbooks	<i>27</i>	141	111	153	133	239
Total	<i>7.4</i>	7586	7061	7480	12,364	9,183

Appendix H: Social Media Stats

	% Change	FY18	FY17	FY16	FY15	FY14	FY13
Facebook Likes	<i>(.29)</i>	688	690	636	493	408	291
Twitter Followers	<i>17</i>	913	780	683	617	515	390

Average Facebook post reaches 575 people. Most popular was a post of “Why are we the Ramblers?” a WBBM radio interview with Kathy Young during the NCAA Basketball Tournament. This post reached 1,652 people. During the NCAA Men’s Basketball Tournament, over 55,000 people viewed our tweets from our Twitter account.

Appendix I: Oral History Project Interviews, AY 2017-2018

1. Thomas Hitcho—Athletics: 40-year veteran staff at Loyola, Senior Associate Athletic Director who wrote a dissertation on the history of Loyola Athletics. Follow-up to previous interview.
2. Mark Kuczewski—Stritch School of Medicine/ DREAM: Director of the Neiswanger Institute for Bioethics, Chair of the Department of Medical Education, Chair of the Dreamer Committee. Advocate for DACAmended medical students who argued for and helped organize Loyola's acceptance of DACAmended students.
3. Gregory Gruener—Stritch School of Medicine: Vice Dean for Education. Long-term faculty member and former student at Stritch.
4. Elliot Lefkovitz—Long Term Faculty and Staff: 40-year veteran retiring adjunct professor in the History Department. Taught one of the most popular courses in department history on the Holocaust. Outside of the University, advocate for Holocaust memory preservation with the Illinois Holocaust Museum and Education Center and oral historian of Holocaust survivors. Suggested by the History Department.
5. Nina Appel—School of Law: Dean Emerita of the Law School. First female and longest serving Dean of the Law School. Retiring faculty member of 45 years. Follow up to previous interview.
6. Aaima Sayed--Stritch School of Medicine/ DREAM: Graduating medical student. In the first cohort of DACAmended Loyola medical students.
7. Janet Sisler—Gannon Center: Director of the Gannon Center. Redeveloped Gannon Center during tenure at Loyola. Retiring at the end of AY 2017-2018
8. Teresa Wronski--Stritch School of Medicine: Associate Dean for Student Affairs (ret.). 50-year veteran staff at Loyola at the Stritch School of Medicine. Follow-up to previous interview with the VSOHP. Suggested by Gloria Leischner.
9. Elliot Lefkovitz—Long Term Faculty and Staff: See above.
10. Michael Lambesis--Stritch School of Medicine: Assistant dean for Student Affairs (ret). 35-year veteran staff at Loyola at the Stritch School of Medicine. Suggested by Gloria Leischner

11. Anthony Cardoza—Long Term Faculty and Staff: Professor of History. 40-year veteran faculty at Loyola. Former department Chair.

12. John Piderit, SJ—Office of the President: Former University President. Tenure from 1993 to 2001.

13. Johana Mejias-Beck-- Stritch School of Medicine/ DREAM: Graduating medical student. In the first cohort of DACAmented Loyola medical student

14. Howard Fink—Circuit Court Judges: Retired Cook County Circuit Court Associate Judge. Lifelong Rogers Park resident and frequent visitor to Loyola.

AY 2017-2018 New and Edited Transcripts

1. Elliott Lefkowitz
2. Sylvester Furmanek (anonymous)
3. Ryan Hoffman (anonymous, edited)