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October 22, 2021

## **Loyola University Chicago Archives & Special Collections**

*FY21 Annual Report*

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## **History**

The Loyola University Chicago Archives & Special Collections was established in 1938 by Fr. John Mortell, SJ, who had served in Europe during World War I as a Chaplain with the United States Army. During his time in Europe, he came to appreciate the importance placed on preserving the history of places and institutions. Upon returning to Loyola University, he recognized that the University's history and, more importantly, the history of the Jesuits who founded the University, was disappearing quickly. Fr. Mortell advocated for the need to preserve this history. His efforts resulted in his being named the first University Archivist of Loyola University, a position he retained until his death in 1940. Upon Fr. Mortell's passing, Fr. William T. Kane, SJ, Library Director, took up the effort to collect and preserve the history of the Loyola University Jesuit Community and the University. After Fr. Kane's death in 1945, 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, was appointed University Archivist and Curator of Rare Books. She transferred into this position from the Women and Leadership Archives, where she had been the assistant archivist. Ashley Howdeshell, MLIS, CA, joined the Loyola Archives & Special Collections in 2010 as Associate Archivist and was appointed Assistant University Archivist in 2014.

## **The Collections**

The Loyola University Chicago Archives & Special Collections consists of University Archives, Special Collections, the Congressional Archives, and the Rare Book Collection. The University Archives collects, preserves, and makes available the historical records documenting the schools/colleges, administration, practices, events, and programs of Loyola University Chicago. Special Collections collects, preserves, and makes available papers, records, and collections in the areas of Samuel Insull; Jesuit educators; Loyola staff, faculty and alumni; Chicago history; Catholic history; entertainment history; politics and political cartoons; and Edward Gorey. 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 Rare Book Collection collects, preserves, and makes available rare books and manuscripts from the 13<sup>th</sup> century onward. The collection includes over 15 languages and is strongest in the areas of British History; American History; Jesuitica; Theology; Philosophy; drama; British literature; American literature; travel; book history; history of medicine; and the sciences. These collections, with some restrictions, are available for use by all researchers interested in using them.

## **FY21**

Fiscal Year 2021 was an especially challenging year for the Loyola Archives & Special Collections. Work continued despite the restrictions in place to mitigate the effects of the pandemic, including work on several long-term projects. New methods of delivering resources for class and researchers were explored, tested, and adopted. Staff continued to acquire physical and digital collections and processing priorities were expanded in planning for the resumption of physical processing. Limited access to Special Collections for staff was approved at the end of July 2020, with staff returning to campus on a limited basis at the end of August 2020. This allowed the university archivist and assistant university archivist to resume answering reference questions that required access to the collections for answers. It also enabled them to begin providing classes and researchers

with resources necessary for their work as they were unable to physically visit the Archives & Special Collections.

Physical access to the collections was restricted to current Loyola community members only, one person per day by appointment only, during the days staff were on campus. The only Loyola community member to take advantage of this was Dr. Ian Cornelius, who Archives & Special Collections is working with on a CLIR grant. Other faculty members took advantage of Special Collections' offer to digitize materials, including rare books, for class use. Many researchers from outside of Loyola took advantage of Special Collections' offer of scanning, when possible, up to 10 folders from a collection for free. Approximately 5,000 pages were scanned for researchers, excluding the items that were scanned in answer to reference inquiries and for classes.

## **FY22**

Fiscal year 2022 starts with the COVID-19 global pandemic continuing, although the vaccines have provided hope for an eventual diminishing of the situation. Loyola returns to an in-person learning environment and the library will be open. Special Collections returns to a more typical operating schedule. We anticipate that classes will be able to resume visits to Special Collections and that researchers from outside the Loyola community will be able to conduct in-person research. In-person research will be available by appointment only, as is usually required for Special Collections. Large classes will be split between the reading room and annex, to make it easier for students to look at materials and to promote social distancing when possible. As always, access to resources will be the priority with a continued emphasis on working through the backlog of digitized materials.

## **Key Performance Indicators and Analysis**

All performance indicators clearly show the impact of the COVID-19 global pandemic on work of the Loyola Archives & Special Collections. Despite the lack of class visits and in-person researchers, the FY21 statistics did not decrease significantly from FY20. Several areas demonstrated a significant increase over FY20 while decreases were seen most in areas such as processing and cataloging, which require physical access to the materials in order to complete.

## **Access**

Access to materials continues to be one of the main goals at the Loyola University Chicago Archives & Special Collections. Although both physical and digital backlogs remain, progress has been made on the digital collections backlog, with the majority of the work involving organization and metadata creation for collections in preparation of upload to Preservica. For the physical audio-visual collection, most of the audio reel-to-reel tapes and films are now digitized, along with some VHS and Umatic videotapes, and are awaiting ingest into Preservica. Limited onsite work allowed Archives & Special Collections staff to make significant strides on the digitization of departmental newsletters, press releases, photograph collections, and rare books. The ability to work remotely enabled staff to concentrate on creating metadata for digitized materials, transcribe oral history interviews, and process digital items. The result is a steadily increasing number of items available in our digital collections.

## **Catalog Records**

Working on catalog records requires access to the collection, something that was limited during FY21. Nevertheless, several books and manuscripts were cataloged. The past year did allow the curator of rare books and the original monograph cataloger to work on a long delayed project – reclassing the Dewey books into Library of Congress classification. The original monograph

cataloger created LC call numbers based on the existing shelf cards for the collection. The curator of rare books will begin the next phase of the project in FY22 - reclassing books into the new LC call numbers.

- 10 original book/manuscript records were created
- 8 copy book records were created
- 1 item record fixed

### **Finding Aids**

Processing collections and creating finding aids require physical access to the collections. Due to the prioritization of answering reference questions and providing resources for classes, there was no time available to process collections. Progress was made, however on the ongoing project of re-evaluating existing finding aids to mitigate harmful language and improve access to underrepresented groups wherever possible. This project also requires physical access to collections so that the finding aids can be reviewed against the collections, thus it will continue to be an on-going project.

### **Digital Collections & Electronic Records**

- 254 active URLs captured via Archive-It
- Preservica
  - Total items added: 16,780
  - Breakdown by Collection
    - Audio Visual: 20
    - Schoder Slide Collection: 402
    - Adrian Kocurek Photograph Collection: 413
    - Extension Society: 394
    - Course Catalogs: 22
    - Insull papers: 76
    - Rare Book Collection: 64
    - Rostenkowski papers: 171
    - Hyde papers: 54
    - Oral Histories: 8
    - Press Releases: 180
    - Autograph Collection: 119
    - Toni Nessi Photograph Collection: 14,194
    - Felix P. Biestek, SJ, Photograph Collection: 107
    - Holy Family Parish collection: 17
    - Student Publications: 43
    - University Newsletters: 589

### **Acquisitions**

Despite COVID restrictions, Archives & Special Collections staff continued to acquire materials for the collections. During FY21 approximately 235 linear feet of collections were acquired, an increase of 179% over FY20, including the following:

- Anti-Tobacco Collection from Diana Hackbarth-Dean (SoN), 9 lft
- History of ITS posters from Bruce Montes (ITS), 6 lft

- Russell Parker Loyola Basketball Collection: 12.83 lft
- Madonna della Strada records, 5 lft
- Floris van Miden papers, 1.42 lft
- Michalk collection, 199 lft
- George Kurfrin collection, 1 lft
- Richard C. Bodie, MD, papers, 1 lft

## Rare Books

Budget cuts due to the pandemic occurred during FY21. One of the budget lines eliminated was the fund for purchasing rare books, which came from the collections budget. This left three gift funds for purchasing rare books – the University Library Rare Book Acquisition fund, the Michalak Endowment, and the Titanic fund. Due to the budget cuts and the fact that for several months no one was allowed on campus, only one rare book was purchased. This was a miniature artist's book version of *The Mourning Fan* by Edward Gorey, by book artist Patricia Miller.

## Processing

Processing work was anticipated to focus on university records during FY21, however this was another project delayed due to the pandemic. Instead, work increased on digital records from July 2019 to March 2020. From March through June 2020 processing work focused on digital collections.

- Preservica
  - Full metadata created for 2,679 items which were then ingested into the system
  - Partial metadata created for 14,194 items which were placed into dark storage until they can be further processed
  - Metadata continues to be updated and corrected for existing items as needed

## Reference

Reference continues to be a daily part of the work at the Archives & Special Collections. The pandemic brought a substantial increase in the number of reference inquiries received via email. We anticipate that this trend will continue.

- 90 phone inquiries answered
- 1,489 email inquiries answered
- 5 in-person researchers (Dr. Ian Cornelius, Jan Sisler)

## Class Visits

There were no class visits due to the COVID-19 pandemic, however resources usually used for class projects were digitized so that they could continue to be used for online classes. We look forward to having classes return to Special Collections in FY22.

## Outreach

Outreach continued during the pandemic, although at a slower pace than we are used too. The annual open houses in October were cancelled, but two presentations to retired faculty from the

School of Nursing about how they can help preserve the history of the school attracted a number of participants.

## **Special Projects**

During FY21 the ability to take on special projects was limited, but staff worked on two projects - the Sesquicentennial Scholars timeline project and the Loyolans and COVID-19 Pandemic digital collection. Archives staff also worked with Access Services as part of a scanning team to provide resources for classes.

### **Course Reserves Scanning Team**

- Archives staff collaborated with Access Services staff to scan books and articles placed on electronic reserve for classes. We focused on books that needed to be scanned in color because of color images; articles from oversize books or journals; and a journal edited by a faculty member from Modern Languages.

### **Loyolans and COVID-19 Pandemic Project**

- Archives staff continued to solicit submissions for this project to document the experiences of students, faculty, staff, administrators, and alumni during the pandemic. This project was created in Omeka Classic with the submission plug-in activated so people can upload videos, photographs, audio, and documents. Submissions are moderated and require approval before becoming public. All submissions go into Preservica for preservation.

### **Sesquicentennial Scholars Project**

- This grant from the President's office was received to fund a proposed collaboration between the History department, Digital Humanities, and the Loyola Libraries. During FY21 the Sesquicentennial Scholars completed their student life timeline exhibit and presented it at a library all-staff. The project, and its funding, was complete in May 2021.

## **Staff**

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

- Catholic Research Resource Alliance – Collections Committee member
- Chicago Collections – Content Committee member
- Center for Textual Studies and Digital Humanities Advisory committee/project directors committee
- Digital Preservation Committee
- University 150th Celebration Committee
- Sesquicentennial Scholars Advisory Committee

### **Ashley Howdeshell, MLS, CA, Assistant University Archivist**

- Digital Preservation Committee
  - Preservica Universal Access Working Group
- Sesquicentennial Scholars Advisory committee
- University Senate/University Senate executive committee
- Center for Textual Studies and Digital Humanities Advisory committee/project directors committee

## **Student Workers**

Due to the Covid-19 Pandemic, there were no student workers at the Loyola University Chicago Archives & Special Collections during FY21.

## **Oral History Graduate Assistant**

As with student workers, there was no oral history graduate assistant during FY21.

## **Sesquicentennial Scholars**

### **Jennifer Duvall**

During FY21, Jennifer occupied the position of Sesquicentennial Scholar representing the Public History program. She worked with the WLA Sesquicentennial Scholars to complete the student life timeline project and presented to the library staff on the project. Jennifer graduated in May 2021 and is now pursuing an MLIS degree at Dominican University.



## Appendix A: Reference Inquiries

	<b>% Change</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>
<b>Phone Calls (LUC)</b>	<i>(18)</i>	66	81	122	156	243
<b>Phone Calls (External)</b>	<i>(60)</i>	24	61	54	92	107
<b>E-mails</b>	<i>83</i>	1489	812	787	864	708
<b>Letters</b>	<i>1</i>	1	0	0	2	0
<b>On-site Researchers</b>	<i>(93)</i>	5	73	110	203	278
<b>ILL</b>	<i>0</i>	0	0	0	4	1
<b><i>Total Internal Requests</i></b>	<b><i>(51)</i></b>	<b><i>197</i></b>	<b><i>408</i></b>	<b><i>474</i></b>	<b><i>656</i></b>	<b><i>796</i></b>
<b><i>Total External Requests</i></b>	<b><i>124</i></b>	<b><i>1388</i></b>	<b><i>619</i></b>	<b><i>599</i></b>	<b><i>653</i></b>	<b><i>546</i></b>
<b><i>Total Research Inquiries</i></b>	<b><i>54</i></b>	<b><i>1585</i></b>	<b><i>1025</i></b>	<b><i>1073</i></b>	<b><i>1309</i></b>	<b><i>1342</i></b>
<b># of Classes</b>	<i>(960)</i>	1	27	23	32	13
<b># of Presentations (non-class)</b>	<i>(60)</i>	2	5	3	2	4
<b># of Attendees</b>	<i>(93)</i>	50	663	523	524	354
<b>Total</b>	<b><i>(3)</i></b>	<b>1635</b>	<b>1690</b>	<b>1580</b>	<b>1833</b>	<b>1696</b>

**Statistics for FY20 and FY21 reflect the effect of the COVID-19 pandemic on Special Collections work.**

## Appendix B: Acquisitions

	<b>% Change</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>
<b># of Acquisitions</b>	<i>19</i>	19	16	29	42	53
<b># of Linear Feet</b>	<i>179</i>	235.63	84.41	119.41	235.2	294.67
<b># of Dissertations /theses</b>	<i>(13)</i>	111	128	126	182	195
<b>Electronic Records Received (MB/GB)</b>	<i>(73)</i>	24.5 GB	91.6 GB	200 GB	5.5TB	43.85 GB
<b>Archive-IT Total Data (GB)</b>	<i>(20)</i>	780.56 GB	986.7 GB	879 GB	410 GB	508.8GB
<b>Archive-IT Total Documents</b>	<i>16</i>	<b>15,025,184</b>	12,976,803	11,457,687	12,106,018	8,616,208

## Appendix C: Processing

	<b>% Change</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>
<b>LFT Processed</b>	<i>0</i>	0	28	83.71	111.57	157.665
<b># of new Finding Aids</b>	<i>0</i>	0	10	42	11	31
<b># of Legacy Finding Aids Converted</b>	<i>0</i>	0	0	7	0	0
<b># of Finding Aids with metadata fixed or added</b>	<i>0</i>	0	0	0	226	0

## Appendix D: Catalog Records

	<b>% Change</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>
<b>Original Archival records</b>	<i>0</i>	0	9	37	15	28
<b>Original book records</b>	<i>11</i>	10	9	17	39	11
<b>Copy book records</b>	<i>(87)</i>	8	62	44	305	42
<b>Other materials (broadsides)</b>	<i>0</i>	0	41	54	0	0
<b>Records fixed</b>	<i>0</i>	0	16	11	54	88
<b>Marked for CRRA</b>	<i>0</i>	0	1	0	46	24
<b>Marked for CCC</b>	<i>0</i>	0	3	0	5	7
<b>Item records added</b>	<i>(97)</i>	1	33	53	72	113
<b>Total</b>	<i>(89)</i>	19	174	216	536	313
<b>#records sent to CRRA portal</b>	<i>0</i>	0	0	0	0	3749
<b>#records sent to CCC portal</b>	<i>0</i>	0	0	0	0	91
<b># call numbers created</b>	<i>(64)</i>	5	14	11	62	
<b># of bound-with records related</b>	<i>0</i>	0	0	54	392	
<b># of Rare Books reclassified to LC</b>	<i>0</i>	0	16	0		

## Appendix E: Digital Special Collections

<b><u>Omeka</u></b>	<b>% Change</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>
<b>Views</b>	<i>1</i>	31695	31695	30053	86706	19203
<b>Unique Views</b>	<i>6</i>	25792	24339	23332	65595	11283
<b><u>Archive-It</u></b>						
<b>Views</b>	<i>36</i>	3231	2373	6905	4873	1726
<b>Unique Views</b>	<i>66</i>	2926	1767	4636	2129	1246
<b># of Rare Books Digitized</b>	<i>64</i>	64	0	0	0	2
<b>Preservica</b>						
<b>Views</b>	<i>402</i>	46299	9214			
<b>Unique Views</b>	<i>367</i>	31370	6718			
<b>Downloads</b>	<i>295</i>	67262	17,027			
<b>Additions</b>	<i>573</i>	16780	2493			

## Appendix F: Internet Archive Collection Views

	<b>% Change</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>
<b>Total views</b>	<i>(15)</i>	28,080	32,844	31,921	28,304	32,223
<b>Views since 2010</b>		323,737				

## Appendix G: Loyola eCommons Views

	<b>% Change</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>
<b>Loyolan</b>	<i>116</i>	2448	1134	831	951	817
<b>Dentos</b>	<i>74</i>	3043	1753	1245	1263	708
<b>Stritch School of Medicine Yearbooks</b>	<i>20</i>	489	407	288	389	275
<b>St. Ignatius Collegian</b>	<i>9</i>	438	402	266	199	129
<b>Loyola University Magazine</b>	<i>557</i>	151	23	14	6	16
<b>Illinois Catholic Historical Review</b>	<i>4</i>	434	417	659	1370	307
<b>Rome Center Yearbooks</b>	<i>(2)</i>	3043	3103	2089	3267	4698
<b>College of Commerce Yearbooks</b>	<i>63</i>	163	100	61	141	111
<b>Total</b>	<i>27</i>	10,209	8,038	5,453	7,586	7,061

## Appendix H: Social Media Statistics

	<b>% Change</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>
<b>Facebook Followers</b>	<i>4</i>	907	820	805	688	690
<b>Twitter Followers</b>	<i>3</i>	1097	1070	1021	913	780

## **Appendix I: Oral History Project Interviews, AY 2020-2021**

During the 2020-2021 academic year a graduate assistant for the Loyola Oral History Project was not hired. This was due to the budget imposed by the university in order to survive the Covid-19 pandemic. Instead, Archives & Special Collections staff worked on transcriptions via Happy Scribe; continued testing and adjusting the PBCore metadata process for ingesting oral history interviews into Preservica; transforming older transcriptions into PDFs; and began ingesting more oral histories into Preservica and making them available publicly. Following is a list of oral histories completed during the year that have been ingested into Preservica or are waiting to be ingested.

### **Ingested to Preservica:**

George Kaufman	Kaufman, Kostolansky, & Malliaris
Daily	Egan
Gibbons	Giblin
Bilmour	Gorman
O’Gorman	Stone
Whitehead	Appel/Haney
Barnhart	Bloom
Bloomquist	Brown
Caldwell	Canty
Carey	Check
Cho	Cook
Doyle	Elward
Eveland	Faught
Geraghty	Martin
McCauley	Mercer-Dixon
Michael	Nolan
Norton	O’Gallagher
O’Toole	Perlin
Purcell	Reich
Rhodes	Rose
Schoenberger	Walsh

### **Completed but not yet online:**

Bucholz	Kane-Munro
Hirsch	Hays
Rdzak	Medina
Pryce	Wozniak
Lefkovitz	Garanzini
Madziarz	Prasse
Pelissero	O’Malley