

Loyola University Chicago Archives

Annual Report

July 1, 2001-June 30, 2002

“When in Doubt, Don’t Throw It Out”

-A Favorite Saying of Br. Michael Grace, SJ

Submitted by:

**Troy Henderson
Graduate Student Assistant**

**Dan Olsen
Graduate Student Assistant**

**Loyola University Chicago Archives
Cudahy Library, Room 219
Lake Shore Campus
6525 N. Sheridan Road
Chicago, Illinois 60626
(773) 508-2661**

www.luc.edu/depts/archives

Table of Contents

University Archivist.....3

Student Staff.....3

Statement of Purpose.....4

Accessions4

Processing.....4

Usage.....5

Projected goals for 2001-2002.....5

Table #1: Number of Phone Calls.....6

Table #2: E-mail Messages Received & Sent.....7

Table #3: On-Site Researchers.....8

Table #4: Letters/Fax/Phone Received and Sent.....9

Table#5: Web Page Hits.....10

Table #6: Accessions.....11

Table #7: List and Date of Significant Accessions.....12

Table #8: Comparative Statistics.....12

UNIVERSITY ARCHIVES
Prepared by Troy Henderson and Dan Olsen

PERSONNEL

Br. Michael Grace, SJ, University Archivist

May 5th marked the death of Archivist Br. Michael Grace, SJ. Br. Grace served the University Archives for over two decades, and his presence will be greatly missed as the Archives undertakes a transition period.

Student Staff

This past year marked the departure of one student assistant, Justin Pettegrew. Justin began his service in the Archives in August of 1999. In August of 2001, he left the archives for a teaching assistantship he received from the History Department.

Troy Henderson joined the Archives' Staff in September 2000. Troy recently graduated with a Master of Arts degree in American History at Loyola University and is continuing on for the doctorate. Troy worked to process a portion of the Imogene King Collection, update the Archives Web Page, help train two assistants, and to help keep the archives open after the death of Br. Michael Grace.

Melissa Stewart joined the Archives Staff in September of 2001 and left the University in January of 2002. Melissa assisted Troy Henderson in processing collections during her short tenure at the archives.

Dan Olsen joined the Archives in the Spring of 2002 after the departure of Melissa Stewart, and began work on processing the CISCA Papers. Dan and Troy also produced an exhibit titled "Details Make The Masterpiece," which covered Br. Grace's tenure at the Archives.

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 the University community.
- Serves as a resource and laboratory to stimulate and nourish creative teaching and learning.
- Provides access to the valuable rare book collection.

Accessions

The Archives received 23 new accessions this year, which will enhance the Archives' holdings and its usefulness to researchers. The new acquisitions include:

- Oral history audiocassettes and transcriptions from staff and faculty at Loyola.
- Photos of Loyola from Public Relations.
- Addendum to the Imogene M. King Collection (Marcella Niehoff School of Nursing)
- History of Latinos in Chicago: Oral Histories by Rita Hernandez.

Processing

Processing records involves a careful and methodical sorting of all materials received. Duplicates are removed and damaged or fragile papers are copied onto acid-free paper. The records are then placed into acid-free folders that are labeled to reflect their contents. A list of the folder contents, called a container list or inventory, is created to allow staff and researchers to access the collection without unnecessary moving or handling of the records. As in previous years, the Student Assistants have diligently processed a variety of records. A list of the processing activities include:

- CISCA Collection
- Imogene King Collection

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 other organizations. **One hundred and ninety individuals came and utilized the on-site services of the Archives this past year.** In addition to the numerous phone call and e-mail inquiries, some of the notable projects were:

- A Mexican Historian, Yolanda Padilla, utilized the Catholic Church Extension Society records.
- A scholar helping to prepare a book utilized the Samuel Insull Collection.
- History Graduate Students working on the Loyola Oral History Project spent considerable time in the archives preparing for the interviews.
- Numerous Loyola Individuals utilized the services of the Loyola Archives in preparation for the Founders Day event.

Projected Goals for 2002-2003

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 2001-2002 include:

- Work to make a transition in the Archives after the death of Br. Michael Grace, SJ.
- Continue to process the Imogene King Collection.
- Utilize the technology of a scanner to further researcher's capabilities.
- Raise the consciousness of the University Administration to develop a Records Management Program.
- Continue to serve the rare book collection.
- Continue to assist scholars through web page technology, such as the online Bibliography of Loyola History.

AD MAJOREM DEI GLORIAM

University Archives
 Table 1: Phone Calls Received, July 2001 – June 2002

Month	Calls from within LUC	Calls from outside LUC	Total Calls
July 2001	13	14	27
August 2001	6	12	18
September 2001	16	9	25
October 2001	9	28	37
November 2001	7	20	27
December 2001	4	10	14
January 2002	25	24	49
February 2002	20	23	43
March 2002	11	23	34
April 2002	11	21	32
May 2002	14	13	27
June 2002	16	21	37
Totals	152	218	370

Table 2: E-mail Messages Received and Sent, July 2000 – June 2001

This reflects only e-mails regarding Archives' holdings and services. It does not reflect general announcements sent to all Library or University staff, and it does not include emails pertaining to staff involvement in other committees or projects. "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	Total Received	E-mail Responses
July 2000	9	12
August 2000	12	12
September 2000	6	6
October 2000	15	20
November 2000	4	7
December 2000	6	4
January 2001	15	14
February 2001	9	5
March 2001	9	13
April 2001	9	9
May 2001	14	17
June 2001	9	17
Totals	117	136

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” (with Loyola University) 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 2000	6	2	8	6	2
August 2000	8	0	8	6	2
September 2000	14	1	15	14	1
October 2000	44	6	50	41	9
November 2000	22	5	27	15	12
December 2000	2	5	7	5	2
January 2001	10	2	12	11	1
February 2001	9	1	10	5	5
March 2001	16	1	17	6	11
April 2001	13	2	15	11	4
May 2001	6	2	8	5	3
June 2001	12	1	13	8	5
Totals	162	28	190	133	57

Table 4: Letters/Fax/Phone Received and Sent, July 2001 – June 2002

This reflects only material regarding Archives' holdings and services. It does not reflect general University mail nor does it account for staff mail from other activities, committees, or projects.

Month	Letters/Fax/Phone Received	Letters/Fax/Phone Sent
July	1	3
August	2	10
September	0	0
October	3	6
November	3	20
December	2	1
January	5	6
February	1	1
March	0	0
April	0	0
May	8	10
June	13	20
Totals	38	77

Table 5: Web Page Hits, July 2001 – June 2002

Month	Hits
July	43
August	50
September	16
October	95
November	176*
December	204
January	172
February	228
March	226
April	227
May	389
June	255
Total	2131

*After November, Internet Explorer instead of Netscape was used to register Web hits. Internet Explorer registered an increased number of hits, indicating that statistics for previous years may represent lower web hits than actual visitors.

Table 6: Accessions, July 2001 – June 2002

Item or Unit of Measurement	Number of Items or Units
Total Number of Accessions	23

Archives Boxes (ABs)	16
Records Containers (RCs)	42
Flat Boxes (FBs)	1
Irregular and Oversize Boxes	
Total Linear Feet (ABs + RCs)	47

Video Cassettes	1
Audio Cassettes	25
Individual Photographs	50
Banners	
Folders/Files	
Binders	
Rolls of Microfilm	
Master's Theses & Doctoral Dissertations (Bound Volumes)	75
Loyola World (Bound Volumes)	1
Loyola Phoenix (Bound Volumes)	1
Other Bound Volumes	

Table 7: Description and Date of Significant Accessions, July 2001 – June 2002

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
President, Office of. (John J. Piderit, SJ)	19 July 2001	8 RC + Photos	8
Planning and Administration, VP for	July, 2001	3 RC	3
Oral History Project, Semester I 2001-2002	December, 2001	Audio Tapes and Transcriptions	
History of Latinos in Chicago: Oral Histories by Rita Hernandez	12 Feb. 2002	25 Audio Tapes	
Imogene M. King, R.N., Ed. D.	March 14, 2002	1 RC + Books	1
Vice President of Student Affairs	June 4, 2002	6 RC	6
General Council, Office of. Loyola Hospital Building Project	June, 2002	1 RC	

Table 8: Comparative Use Statistics, FY 1996 – FY 2002

The specific definitions used in obtaining the 1999-2000, 2000-2001 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.

	2001-02	2000-2001	1999-2000	1998-1999	1997-1998	1996-1997
Phone Calls-LUC	152	220	372	302	246	442
Phone Calls-external	218	348	602	467	283	383
E-mails received	117	102	84	65	36	No data
Letters/Fax Received	38	17	17	32	37	76
On-Site Researchers	190	196	218	237	242	304
Web Page Hits	2131	569	818	684	No data	No data